



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
REGULAR MEETING  
OCTOBER 4, 2017

A meeting of the Bay Area Air Quality Management District Board of Directors will be held at 9:45 a.m. in the 1<sup>st</sup> Floor Board Room at the Air District Headquarters, 375 Beale Street, San Francisco, California 94105.

**Questions About  
an Agenda Item**

The name, telephone number and e-mail of the appropriate staff Person to contact for additional information or to resolve concerns is listed for each agenda item.

**Meeting Procedures**

The public meeting of the Air District Board of Directors begins at 9:45 a.m. The Board of Directors generally will consider items in the order listed on the agenda. However, any item may be considered in any order.

After action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

This meeting will be webcast. To see the webcast, please visit <http://www.baaqmd.gov/about-the-air-district/board-of-directors/resolutionsagendasminutes> at the time of the meeting.

## Public Comment Procedures

Persons wishing to make public comment must fill out a Public Comment Card indicating their name and the number of the agenda item on which they wish to speak, or that they intend to address the Board on matters not on the Agenda for the meeting.

**Public Comment on Non-Agenda Matters, Pursuant to Government Code Section 54954.3** For the first round of public comment on non-agenda matters at the beginning of the agenda, ten persons selected by a drawing by the Clerk of the Boards from among the Public Comment Cards indicating they wish to speak on matters not on the agenda for the meeting will have three minutes each to address the Board on matters not on the agenda. For this first round of public comments on non-agenda matters, all Public Comment Cards must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to commencement of the meeting. The remainder of the speakers wishing to address the Board on non-agenda matters will be heard at the end of the agenda, and each will be allowed three minutes to address the Board at that time.

Members of the Board may engage only in very brief dialogue regarding non-agenda matters, and may refer issues raised to District staff for handling. In addition, the Chairperson may refer issues raised to appropriate Board Committees to be placed on a future agenda for discussion.

**Public Comment on Agenda Items** After the initial public comment on non-agenda matters, the public may comment on each item on the agenda as the item is taken up. Public Comment Cards for items on the agenda must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to the Board taking up the particular item. Where an item was moved from the Consent Calendar to an Action item, no speaker who has already spoken on that item will be entitled to speak to that item again.

Up to ten (10) speakers may speak for three minutes on each item on the Agenda. If there are more than ten persons interested in speaking on an item on the agenda, the Chairperson or other Board Member presiding at the meeting may limit the public comment for all speakers to fewer than three minutes per speaker, or make other rules to ensure that all speakers have an equal opportunity to be heard. Speakers are permitted to yield their time to one other speaker; however no one speaker shall have more than six minutes. The Chairperson or other Board Member presiding at the meeting may, with the consent of persons representing both sides of an issue, allocate a block of time (not to exceed six minutes) to each side to present their issue.

# BOARD OF DIRECTORS REGULAR MEETING AGENDA

WEDNESDAY  
OCTOBER 4, 2017  
9:45 A.M.

BOARD ROOM  
1<sup>ST</sup> FLOOR

## CALL TO ORDER

Chairperson, Liz Kniss

1. **Opening Comments**  
**Roll Call**  
**Pledge of Allegiance**

*The Chair shall call the meeting to order and make opening comments. The Clerk of the Boards shall take roll of the Board members. The Chair shall lead the Pledge of Allegiance.*

## CONSENT CALENDAR (ITEMS 2 - 4)

Staff/Phone (415) 749-

2. Minutes of the Regular Board of Directors Meeting of September 20, 2017

Clerk of the Boards/5073

*The Board of Directors will consider approving the draft minutes of the Regular Board of Directors Meeting of September 20, 2017.*

3. Board Communications Received from September 20, 2017 through October 3, 2017

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*A copy of communications directed to the Board of Directors received by the Air District from September 20, 2017 through October 3, 2017, if any, will be at each Board Member's place.*

4. Consider Approval of Agreement with Employees' Association and Recommendation that Allows Employees to Sell-Back Leave for Donations to Victims of the 2017 Hurricane Season.

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Board of Directors will consider approval of a recommendation to allow employees on a voluntary basis to sell-back leave for donations to victims of the 2017 Hurricane season.*

## **COMMITTEE REPORTS**

5. Report of the **Climate Protection Committee** Meeting of September 21, 2017

CHAIR: T. Barrett

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee received the following reports:*

**A) Climate Protection Grant Program**

*1) None; receive and file.*

**B) Update on the Air District's Basin-Wide Methane Strategy**

*1) None; receive and file.*

6. Report of the **Public Engagement Committee** Meeting of September 25, 2017

CHAIR: M. Ross

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee received the following reports:*

**A) Update on the Spare the Air Resource Teams Idle Free Bay Area Campaign**

*1) None; receive and file.*

**B) Fiscal Year Ending (FYE) 2018 James Cary Smith Community Grant Program Guidelines**

*1) The Public Engagement Committee will consider recommending that the Board of Directors approve the Fiscal Year Ending (FYE) 2018 Community Grant Program guidelines.*

**C) Summary of 2017 Spare the Air Season**

*1) None; receive and file.*

**D) Update on the 2017/2018 Winter Spare the Air Season Outreach Program**

*1) None; receive and file.*

7. Report of the **Mobile Source Committee** Meeting of September 28, 2017

CHAIR: K. Mitchoff

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee received the following reports:*

**A) Projects and Contracts with Proposed Grant Awards Over \$100,000**

*1) Approve the Transportation Fund for Clean Air (TFCA) and Commercial Lawn and Garden Equipment Replacement projects with proposed grant awards over \$100,000; and*

*2) Authorize the Executive Officer/APCO to enter into all necessary agreements with applicants for the recommended projects.*

**B) Selection of a Vendor to Conduct Financial and Compliance Audits**

- 1) *Approve the selection of Simpson & Simpson, LLP to conduct a Financial Audit for Fiscal Year Ending (FYE) 2018 and a Compliance Audit of the Transportation Fund for Clean Air (TFCA) programs and projects that closed by FYE 2017;*
- 2) *Authorize the Executive Officer/APCO to execute a contract with Simpson & Simpson, LLP at a cost not to exceed \$119,350 for services performed in FYE 2018 (Year 1); and*
- 3) *Authorize the Executive Officer/APCO to execute a contract with Simpson & Simpson, LLP in an amount not to exceed \$151,350 annually for up to two additional years, at the Air District's discretion, based on contractor's performance.*

**C) Accept, Obligate, and Expend Funding from the United States Environmental Protection Agency**

- 1) *Adopt a Resolution authorizing the Bay Area Air Quality Management District (Air District) to accept, obligate, and expend up to \$639,670 from the U.S. Environmental Protection Agency (EPA) to replace one locomotive; and*
- 2) *Authorize the Executive Officer/APCO to enter into all agreements necessary to accept this funding.*

**PRESENTATIONS**

8. **Update on Assembly Bill 617 (AB 617)**

**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*Staff will provide the Board of Directors with an update on AB 617.*

9. **Winter Spare the Air Season 2017-18 Update**

**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*Staff will present the Board of Directors with the Winter Spare the Air Season 2017-18 update.*

10. **2017 Summer Spare the Air Season Summary**

**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*Staff will present the Board of Directors with the 2017 Summer Spare the Air Season Summary.*

**CLOSED SESSION**

11. **CONFERENCE WITH LEGAL COUNSEL**

**ANTICIPATED LITIGATION (Government Code Section 54956.9 (d)(2))**

*Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9.*

## **OPEN SESSION**

### **PUBLIC COMMENT ON NON-AGENDA MATTERS**

#### **12. Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3**

*Speakers will be allowed up to three minutes each to address the Board on non-agenda matters.*

### **BOARD MEMBERS' COMMENTS**

13. *Any member of the Board, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)*

### **OTHER BUSINESS**

14. Report of the Executive Officer/APCO

15. Chairperson's Report

16. Time and Place of Next Meeting:

*Wednesday, October 18, 2017, at 375 Beale Street, San Francisco, CA 94105 at 9:45 a.m.*

17. Adjournment

*The Board meeting shall be adjourned by the Board Chair.*

## CONTACT:

**MANAGER, EXECUTIVE OPERATIONS**  
**375 BEALE STREET, SAN FRANCISCO, CA 94105**  
**mmartinez@baaqmd.gov**

**(415) 749-5016**  
**FAX: (415) 928-8560**  
**BAAQMD homepage:**  
[www.baaqmd.gov](http://www.baaqmd.gov)

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Board of Directors” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Board meeting. Any correspondence received after that time will be presented to the Board at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District’s offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

### **Accessibility and Non-Discrimination Policy**

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District’s policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at [www.baaqmd.gov/accessibility](http://www.baaqmd.gov/accessibility) to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District’s Non-Discrimination Coordinator, Rex Sanders, at (415) 749-4951 or by email at [rsanders@baaqmd.gov](mailto:rsanders@baaqmd.gov).

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
375 BEALE STREET, SAN FRANCISCO, CALIFORNIA 94105  
FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941**

**EXECUTIVE OFFICE:  
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

**OCTOBER 2017**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	4	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	16	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i> - CANCELLED	Monday	16	10:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	25	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	26	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Advisory Council Mtg.</b> <i>(Meets on Monday Quarterly)</i>	Monday	30	10:00 a.m.	1 <sup>st</sup> Floor Board Room

**NOVEMBER 2017**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	1	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Nominating Committee</b> <i>(At the Call of the Chair)</i>	Wednesday	15	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday of every other Month)</i>	Thursday	16	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	10:30 a.m.	1 <sup>st</sup> Floor Board Room

## NOVEMBER 2017

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i> - CANCELLED AND RESCHEDULED TO THURSDAY, DECEMBER 7, 2017 AT 9:30 A.M. IN THE YERBA BUENA CONFERENCE ROOM, 1 <sup>ST</sup> FLOOR	Thursday	23	9:30 a.m.	1 <sup>st</sup> Floor Board Room

## DECEMBER 2017

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	6	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	7	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	18	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	18	10:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	27	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	28	9:30 a.m.	1 <sup>st</sup> Floor Board Room

HL – 9/28/17 - 4:00 p.m. G/Board/Executive Office/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 25, 2017

Re: Minutes of the Regular Board of Directors Meeting of September 20, 2017

RECOMMENDED ACTION

Approve the attached draft minutes of the Board of Directors Regular Meeting of September 20, 2017.

DISCUSSION

Attached for your review and approval are the draft minutes of the Board of Directors Regular Meeting of September 20, 2017.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment 2A: Draft Minutes of the Board of Directors Regular Meeting of September 20, 2017

## AGENDA 2A– ATTACHMENT

Draft Minutes - Board of Directors Regular Meeting of September 20, 2017

Bay Area Air Quality Management District  
375 Beale Street, Suite 600  
San Francisco, CA 94105  
(415) 749-5073

Board of Directors Regular Meeting  
Wednesday, September 20, 2017

### DRAFT MINUTES

*Note: Audio recordings of the meeting are available on the website of the Bay Area Air Quality Management District at <http://www.baaqmd.gov/about-the-air-district/board-of-directors/resolutionsagendasminutes>*

#### **CALL TO ORDER:**

1. **Opening Comments:** Chairperson, Liz Kniss, called the meeting to order at 9:46 a.m.

#### **Roll Call:**

Present: Chairperson Liz Kniss; Vice Chairperson Dave Hudson; Secretary Katie Rice; and Directors Margaret Abe-Koga, Teresa Barrett, David J. Canepa, Cindy Chavez, John Gioia, Carole Groom, Scott Haggerty, Tyrone Jue, Rebecca Kaplan, Doug Kim, Karen Mitchoff, Hillary Ronen, Pete Sanchez, Rod Sinks, Brad Wagenknecht, and Shirlee Zane.

Absent: Directors Pauline Russo Cutter, Nate Miley, Mark Ross, Jeff Sheehy, Jim Sperring,

#### **CLOSED SESSION** (commenced at 9:49 a.m.)

#### 2. **CONFERENCE WITH LEGAL COUNSEL**

##### **A. ANTICIPATED LITIGATION (Government Code Section 54956.9 (d)(2))**

*Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9.*

##### **B. EXISTING LITIGATION (Government Code Section 54956.9 (d)(2))**

*Pursuant to Government Code Section 54956.9(a), a need exists to meet in closed session with legal counsel to consider the following cases:*

1. **Michael Bachmann and Sarah Steele v. Bay Area AQMD, et al.**, Contra Costa County Superior Court, Case No. C17-01565
2. **Western States Petroleum Association, Valero Refining Company – California, Tesoro Refining and Marketing Company, LLC, and Phillips 66 Company v. Bay Area AQMD**, Contra Costa County Superior Court, Case No. N16-0963

Public Comments:

Regarding Item 2-B-1, public comments were made by Andreas Soto, Communities for a Better Environment (CBE).

Board Comments:

None.

Board Action:

Brian Bunger, District Counsel, announced that there was no reportable action from this item.

NOTED PRESENT: Directors Haggerty and Zane arrived at 9:57 a.m., Director Abe-Koga arrived at 10:00 a.m., and Director Wagenknecht arrived at 10:32 a.m.

**OPEN SESSION** (commenced at 10:58 a.m.)

**CONSENT CALENDAR (ITEMS 3 – 10)**

3. **Minutes of the Regular Board of Directors Meeting of August 2, 2017**
4. **Board Communications Received from August 2, 2017 through September 19, 2017**
5. **Air District Personnel on Out-of-State Business Travel**
6. **Notices of Violations Issued and Settlements in Excess of \$10,000 in the month of July and August 2017**
7. **Quarterly Reports of California Air Resources Board Representative – Honorable John Gioia**
8. **Quarterly Report of the Executive Office and Division Activities for the Months of April 2017 – June 2017**
9. **Consider Approving the Salary Schedules for Fiscal Year Ending June 30, 2017**
10. **Authorization to Execute a Contract Amendment with Denovo Ventures LLC for Upgrade of the Air District's Financial System (JDE)**

Public Comments:

No requests received.

Board Comments:

Director Sanchez stated for the record that he abstained on Item 3, but approved Items 4 through 10.

Board Action:

Director Groom made a motion, seconded by Vice Chair Hudson, to **approve** the Consent Calendar Items 3 through 10, inclusive; and the motion **carried** by the following vote of the Board:

AYES: Abe-Koga, Barrett, Canepa, Chavez, Gioia, Groom, Haggerty, Hudson, Jue, Kaplan, Kim, Kniss, Mitchoff, Rice, Ronen, Sanchez (Items 4-10), Sinks, Wagenknecht, and Zane.  
NOES: None.  
ABSTAIN: Sanchez (Item 3).  
ABSENT: Cutter, Miley, Ross, Sheehy, and Spring.

## **COMMITTEE REPORTS**

### **11. Report of the Stationary Source Committee Meeting of September 18, 2017**

Stationary Source Committee Chair Gioia read:

*The Committee met on Monday, September 18, 2017, and approved the minutes of April 17, 2017.*

*The Committee reviewed and discussed the staff presentation Update on Woodsmoke Program.*

*The Committee then reviewed and discussed the staff presentation Update on Draft Regulation 11, Rule 18: Reduction of Risk from Air Toxic Emissions at Existing Facilities.*

*The next meeting of the Committee will be held on Monday, November 20, 2017, at 10:30 a.m., at the Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105.*

*This concludes the Chair report of the Stationary Source Committee.*

#### **Public Comments:**

Public comments were made by: Tony Fisher, Coalition for Clean Air; Ernesto Arevalo, CBE; Esther Goolsby, CBE; Greg Karras, CBE; Ken Szutu, Vallejo resident; Nathan Stout, Citizen Air Monitoring Network (CAMN); Bob Harlow, Mill Valley Community Action Network (MVCAN); Richard Gray, 350 Bay Area; Steve Young, Benicia resident; Jan Warren, Interfaith Climate Action Network of Contra Costa County (ICANCCC); Andreas Soto, CBE; Nancy Cuellar, CBE; Charles Davidson, Sunflower Alliance; Ladonna Williams, Vallejo resident; and Pat Dodson, Vallejo resident.

#### **Board Comments:**

The Board and staff discussed agendaing the proposed crematorium in East Oakland at a future Board or Committee meeting to consider the District's potential involvement and/or authority relating to this facility; and how long it would be before staff gave a presentation on the status of the Philipps 66 Marine Terminal project at the Stationary Source Committee.

#### **Board Action:**

None; receive and file.

## **PRESENTATIONS**

### **12. Protecting Refinery Communities from Air Pollution**

Jack Broadbent, Executive Officer/Air Pollution Control Officer, stated that, because the State adopted Assembly Bill 398, staff is recommending the Board not move forward with Draft Rule 12-16. Mr. Broadbent then introduced Greg Nudd, Acting Rules and Strategic Policy Officer, who gave the staff presentation *Protecting Refinery Communities from Air Pollution*, including: overview; direct regulation of criteria pollutants – legal/regulatory background, Best Available Retrofit Control Technology (BARCT) rules impacting refineries, progress toward 20% reductions, and next steps; capping risk from toxic air contaminants – Bay Area risk levels decline since 1990, Rule 11-18, example timeline for refineries, foundries, and forges, and next steps; monitoring refinery inputs and air pollution – Rule 12-15, crude slate data, and fence line monitoring; recap of the three-pronged approach; and next steps.

#### Public Comments:

Public comments were made by: Alondra Ramirez, CBE; April Campos, CBE; Adriana Diaz, CBE; Xochilt Sandoval, CBE; Kathy Kerridge, Benicians for a Safe & Healthy Community; Bill Whitney, Contra Costa Building Trades; Shawn Lee, Chevron; Nathan Stout, CAMN; Steven Yang, Chevron; Janet Johnson, Sunflower Alliance; Linda Stout, CAMN; Joanne Fanucci, Idle No More SF; Gary Graham Hughes, Friends of the Earth US; Shamus Thornton, CAMN; Bill Quinn, California Council for Environmental & Economic Balance; Ratha Lai, Asian Pacific Environmental Network; David McCoard, Sierra Club; Bob Harlow, MVCAN; Bob Brown, Western States Petroleum Association; Jed Holtzman, 350 Bay Area; Ken Szutu, Vallejo resident; Greg Karras, CBE; Andreas Soto, CBE; Nancy Rieser, Crockett-Rodeo United to Defend the Environment; Albert Kueffner, Alameda Interfaith Climate Action Network (AICAN); Richard Gray, 350 Bay Area; Melissa Yu, Sierra Club; Charles Davidson, Sunflower Alliance; Mark Altgelt, Citizens Climate Lobby; Glenn Turner, Berkeley resident; Ruscal Cayangyang, Vallejo resident; Jan Warren, ICANCCC; Pat Dodson, Vallejo resident; and Ladonna Williams, Vallejo resident.

#### Board Comments:

The Board and staff discussed the District's recent creation of its Office of Rules and Strategic Policy, as the Meteorology and Measurement staff need to focus solely on air monitoring efforts; whether permitted or planned refinery expansion projects are accounted for in the projected 21% reduction that is anticipated to occur as a result from the adoption and implementation of 2018 refinery rules; the concern of heavy, dirty crude imports to the Bay Area, and how District Regulation 12-15 would detect changes or additions in crude composition characteristics and emissions; the need to track the probability of heavier, dirtier crude coming to the Bay Area *before* it arrives, so that the District can be proactive about guarding against the impact now; whether Draft Rule 12-16 would be brought back to the Stationary Source Committee for further consideration; the need to address how to reduce Particulate Matter (PM) emissions; request for the toxic air contaminants risk levels decline since 1990 for fence line communities; when the District projects that facilities affected by Draft Rule 11-18 will implement their Risk Reduction Plans; appreciation of District staff's advocacy efforts at the Legislature for greenhouse gas (GHG) caps on refineries, despite the public's personal attacks on staff, and reassurance that early departures and absences do not indicate the Board's lack of interest in the public's concerns; request for an improved District Board meeting structure, to ensure that the full Board is present for a majority of the meeting, and that public comment speakers are heard by a majority of the Board; desire that the public's freedom of speech not be stifled; the status of the Ad Hoc Refinery Committee; several Board members' request for a straightforward discussion about why

staff does not legally support Draft Rule 12-16; and the request that staff keeps track of wildfire smoke and how it is impacting the Bay Area.

Board Action:

None; receive and file.

**13. Update on Assembly Bill 617**

Chair Kniss tabled this item until October 4, 2017.

**PUBLIC COMMENTS ON NON-AGENDA MATTERS**

**14. Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3**

Public comments were given by: Steve Nadel, Sunflower Alliance; Shoshana Wechsler, Sunflower Alliance; Greg Karras, CBE; Andreas Soto, CBE; Jennifer Brass, Idle No More SF; Isabella Zizi, Idle No More SF; Gary Graham Hughes, Friends of the Earth US; Glenn Turner, Berkeley resident; Albert Kueffner, AICAN; Jan Warren, ICANCCC; Pat Dodson, Vallejo resident; Ladonna Williams, Vallejo resident; and Rusal Cayangyang, Vallejo resident.

**BOARD MEMBERS' COMMENTS**

**15. Board Members' Comments**

None.

**OTHER BUSINESS**

**16. Report of the Executive Officer/Air Pollution Control Officer**

Mr. Broadbent explained the summary of ozone seasons and thanked the Board members who were still present for remaining until the end of the meeting.

**17. Chairperson's Report**

Chair Kniss had already left, and Vice Chair Hudson had nothing to report.

**18. Time and Place of Next Meeting**

Wednesday, October 4, 2017, at 375 Beale Street, San Francisco, CA 94105 at 9:45 a.m.

**19. Adjournment**

The meeting adjourned at 2:15 p.m.

Marcy Hiratzka  
Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 25, 2017

Re: Board Communications Received from September 20, 2017 through October 3, 2017

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

Copies of communications directed to the Board of Directors received by the Air District from September 20, 2017, through October 3, 2017, if any, will be at each Board Member's place at the October 4, 2017 Board meeting.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marjorie Villanueva  
Reviewed by: Maricela Martinez

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 27, 2017

Re: Consider Approval of Agreement with Employees' Association and Recommendation that Allows Employees to Sell-Back Leave for Donations to Victims of the 2017 Hurricane Season

RECOMMENDED ACTION

Approve recommendation to allow employees on a voluntary basis to sell-back leave for donations to victims of the 2017 Hurricane Season.

BACKGROUND

Hurricanes have caused great devastation to the United States and US Territories. As part of the overall charitable response to the disaster, the federal government has facilitated donation of accrued leave for relief efforts by providing a statutory mechanism that allows employees to sell back accrued leave and donate the proceeds tax free. In the immediate aftermath of the hurricanes, several Air District employees expressed a desire to help with charitable contributions. Air District employees donated approximately \$100,000 to victims of Hurricanes in 2005.

DISCUSSION

The Air District has agreed with the Employees' Association, subject to approval of the Board of Directors, to allow represented employees the ability to sell-back any of their accrued leave for the purpose of donating the money to charitable relief efforts directed toward the victims of the 2017 Hurricane season. Staff is also recommending that the Board of Directors approve the same arrangement for the Confidential and Management employee groups.

The Human Resources Office will be responsible for facilitating the transfer of all donations. Donations will only be made to recognized tax-exempt relief organizations under the auspices of IRS Code 170(c). Employees would be allowed to sell back their leave for donation until January 1, 2019. Employees would not be taxed on the cash value of the donations.

## BUDGET CONSIDERATIONS/FINANCIAL IMPACTS

Accrued leave is reflected as a liability in the Air District's budget and is not separately funded. However, since employees currently have the ability to utilize accrued leave, the direct financial impact of allowing employees to sell back leave for this limited purpose for a limited period of time is likely to be minimal. While it is difficult to estimate the amount of leave that will be sold back for donation, if each employee sold back 8 hours at an average hourly rate of \$52.76, it would equate to \$141,811, for example. The proceeds from the sell back would come out of undesignated reserves, and the District's liability for accrued leave would be reduced by the same amount.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: David Minuk  
Reviewed by: Rex Sanders

Attachment 4A: Side Letter of Understanding on Leave Sell-Back for Donations to Victims of the 2017 Hurricane Season

**Side Letter of Understanding on  
Leave Sell-Back for Donations to Victims of the 2017 Hurricane Season**

WHEREAS, in 2017, major hurricanes made landfall in the United States of America;

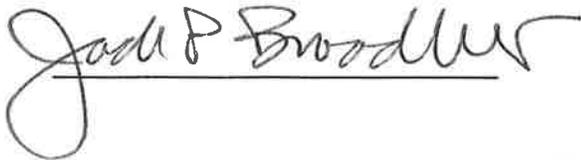
WHEREAS, the damage resulting from the hurricanes are an unprecedented natural disaster in the United States of America; and

WHEREAS, hundreds of thousands of residents in the United States of America are continuing to experience extraordinary hardships as a result of these hurricanes; now therefore, the parties do hereby agree as follows:

1. Employees may, at their sole discretion, sell-back any of their accrued leave for the purpose of donating the money received to charitable relief efforts specifically directed toward the victims of the Hurricanes of 2017. Provided, however, that such charitable relief efforts must be under the auspices of recognized tax-exempt relief organizations as described in Section 170(c) of the Internal Revenue Code.
2. The Human Resources Office will facilitate transfer of all donations generated pursuant to this agreement to a charitable organization of the employee's choosing, subject to the restrictions in item #1, above. The Human Resources Office shall provide an accounting of the amount of each employee's donation and the charitable organization that received the donation.
3. All donations will include a statement that they are on behalf of the individual employee, the Bay Area Air Quality Management District, and the Bay Area Air Quality Management District Employees' Association.

This agreement is effective as of the date approved by the Employees' Association membership and the Board of Directors, and shall expire on January 1, 2019.

For the Air District



For the Employees' Association



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 25, 2017

Re: Report of the Climate Protection Committee Meeting of September 21, 2017

RECOMMENDED ACTION

The Climate Protection Committee (Committee) received only informational items and has no recommendations of approval by the Board of Directors (Board).

BACKGROUND

The Committee met on Thursday, September 21, 2017, and received the following reports:

- A) Climate Protection Grant Program; and
- B) Update on the Air District's Basin-Wide Methane Strategy.

Chairperson Teresa Barrett will provide an oral report of the Committee meeting.

BUDGET CONSIDERATION/FINANCIAL IMPACT

- A) Funding for the Climate Protection Grant Program is included in the FYE 2018 budget;  
and
- B) None; activities accounted for in approved budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment 5A: 09/21/17 – Climate Protection Committee Meeting Agenda #4  
Attachment 5B: 09/21/17 – Climate Protection Committee Meeting Agenda #5

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Teresa Barrett and Members  
of the Climate Protection Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 7, 2017

Re: Climate Protection Grant Program

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

On April 19, 2017, the Board of Directors adopted *Spare the Air – Cool the Climate*, the Air District’s 2017 Clean Air Plan (2017 Plan). The 2017 Plan highlights the need to protect the climate by transitioning to a “post-carbon” economy in the Bay Area by 2050, and describes a comprehensive regional climate protection strategy to put us on a pathway to achieve that vision.

DISCUSSION

To successfully implement the regional climate protection strategy, the Air District will need to collaborate with a wide range of stakeholders, including cities, counties, and other local agencies throughout the region. Grant funding is one of the key tools that the Air District can employ to facilitate this collaboration. Climate grants that the Air District awarded in 2007 demonstrate how a well-designed grant program can advance climate protection efforts in the Bay Area. For example, this early round of climate grants helped to catalyze the creation and expansion of ground-breaking local programs such as the BerkeleyFirst PACE (Property Assessed Clean Energy) program and Community Choice Energy programs; these programs are now an important element of climate action programs in many Bay Area jurisdictions.

The Board of Directors approved \$4.5 million in the Fiscal Year Ending (FYE) 2018 budget for a new Climate Protection Grant Program to help implement the 2017 Plan, as well as local climate action plans. Staff is working to develop the structure and parameters of the new climate grant program, and has been meeting with stakeholders to receive their ideas and input.

Staff will brief the Committee on progress in developing the new climate grant program, including the goals of the program, potential priorities and criteria to be used in selecting projects, feedback received from stakeholders, and next steps to develop and launch the program. Based on input from the Committee, staff will develop draft program guidelines that will be presented to the Committee and the Board for review and approval later this fall.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the Climate Protection Grant Program is included in the FYE 2018 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: David Burch  
Reviewed by: Henry Hilken

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Teresa Barrett and Members  
of the Climate Protection Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 11, 2017

Re: Update on the Air District's Basin-Wide Methane Strategy

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The latest science has underscored the need to reduce emissions of short-lived greenhouses gases (GHG) in order to avoid the worse impacts of climate change (IPCC, 2014). Methane (CH<sub>4</sub>) is a potent but short-lived GHG. It is 86 times more potent than carbon dioxide (CO<sub>2</sub>) when compared on a 20-year time horizon and it has a much shorter atmospheric lifespan of 12 years (vs. 20 – 200 years for CO<sub>2</sub>) (IPCC, 2014). Due to these factors, actions to reduce methane emissions can provide significant and immediate climate benefits while CO<sub>2</sub> emissions are steadily reduced to achieve long-term climate stability. Curbing methane emissions would also reduce emissions of its co-pollutants, which can include key climate, criteria and toxic pollutants, resulting in improvements to public health and further climate benefits.

In recognition of these benefits, the Air Resources Board (ARB) adopted a short-lived climate pollutant (SLCP) reduction strategy for the State of California in March 2017. The strategy addresses emissions of methane (and other SLCPs) not covered by ARB's Cap-and-Trade program. The SLCP Strategy was developed to help the State achieve its goal of reducing methane (and other SLCP) emissions 40% by the year 2030, set by SB 1383. In the document, ARB emphasizes the critical role that air districts can play in the success of the State's strategy by implementing short-lived climate pollutant emission reduction strategies in their own jurisdictions.

Methane is the second leading GHG in the Bay Area Air District. In 2015, sources in the district emitted an estimated 10 million metric tons of CO<sub>2</sub> equivalent (MMT CO<sub>2</sub>e), about 10 percent of the GHG inventory. According to a recent study commissioned by the Air District to evaluate its methane inventory (Fischer and Jeong, 2016), three source categories represent approximately 84 percent of these emissions. These categories are mainly related to human activities; landfills are the largest source by far, accounting for 53 percent of these emissions, followed by livestock (16 percent) and natural gas production and distribution (15 percent). These emissions estimates carry a large uncertainty (50 percent or more), consistent with a recent study that suggests that methane emissions in the Air District's "bottom-up" inventory are 1.5 – 2 times lower than

expected from top-down measurements (Fairley and Fischer, 2015). This “methane gap” has been repeatedly observed for the U.S. and California regions, where top-down observations that account for ambient methane concentrations suggest that there are large, unaccounted methane emissions in bottom-up inventories.

Given the importance and potential co-benefits of controlling methane, the Air District has included a comprehensive basin-wide Methane Strategy (measure SS16) as part of its 2017 Clean Air Plan.

## DISCUSSION

The Methane Strategy seeks to better quantify and reduce emissions of methane, and its co-pollutants, from all sources throughout the Air District, in support of ARB’s methane reduction goals. The Methane Strategy will accomplish these objectives by combining research, rulemaking, collaborations with state agencies, and other efforts such as incentive programs.

Elements of this strategy will include: 1) intensifying efforts to improve the Air District’s methane emissions inventory, 2) developing a rule to prohibit significant methane leaks throughout the district as a backstop while source-specific rules are developed, 3) collaborating with state agencies on their methane rules under development, 4) identifying cost effective and technically feasible methane emissions reduction opportunities throughout the Bay Area, and 5) considering the removal of methane exemptions from existing Air District rules when appropriate.

Staff will present an update on the Methane Strategy efforts, including methane research initiatives and the highest priority rules under development.

## BUDGET CONSIDERATION/FINANCIAL IMPACT

None, activities accounted for in approved budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Idania Zamora  
Reviewed by: Greg Nudd

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 25, 2017

Re: Report of the Public Engagement Committee Meeting of September 25, 2017

RECOMMENDED ACTION

The Public Engagement Committee (Committee) recommends Board of Directors' approval of the following items:

- A) Update on the Spare the Air Resource Teams Idle-Free Bay Area Campaign;
  - 1) None; receive and file.
- B) Fiscal Year Ending (FYE) 2018 James Cary Smith Community Grant Program Guidelines;
  - 1) Approval of the FYE 2018 Community Grant Program guidelines.
- C) Summary of 2017 Spare the Air Season; and
  - 1) None; receive and file.
- D) Update on the 2017/2018 Winter Spare the Air Season Outreach Program
  - 1) None; receive and file.

BACKGROUND

The Committee met on Monday, September 25, 2017, and received the following reports:

- A) Update on the Spare the Air Resource Teams Idle-Free Bay Area Campaign;
- B) FYE 2018 James Cary Smith Community Grant Program Guidelines;
- C) Summary of 2017 Spare the Air Season; and
- D) Update on the 2017/2018 Winter Spare the Air Season Outreach Program

Chairperson Mark Ross will provide an oral report of the Committee meeting.

BUDGET CONSIDERATION/FINANCIAL IMPACT

- A) Resources for the Resource Teams are included in the FYE 2018 Budget.
- B) Funding for this project is included in the FYE 2018 Budget.
- C) Air Funding for the campaign was included in the Fiscal Year Ending (FYE) 2017 and FYE 2018 budgets. The campaign is funded primarily through the Congestion Mitigation Air Quality program, supplemented by the Transportation Fund for Clean Air; and
- D) Funding for the outreach program is included in the FYE 2018 Budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment 6A: 9/25/17 – Public Engagement Committee Meeting Agenda #4  
Attachment 6B: 9/25/17 – Public Engagement Committee Meeting Agenda #5  
Attachment 6C: 9/25/17 – Public Engagement Committee Meeting Agenda #6  
Attachment 6D: 9/25/17 – Public Engagement Committee Meeting Agenda #7

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Mark Ross and Members  
of the Public Engagement Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 7, 2017

Re: Update on the Spare the Air Resource Teams Idle Free Bay Area Campaign

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Spare the Air Resource Teams were created in 1991 to disseminate air quality-related information and to build grassroots teams that would implement behavior-change projects to improve air quality in nine Bay Area communities. In the past two years, the “Idle Free Bay Area” campaign has become the focus of several teams. Staff will present information about these efforts and solicit your ideas for expanding the campaign.

DISCUSSION

The Contra Costa, Napa, Sonoma, and Tri-Valley Resource Teams have implemented several projects aimed at reducing automobile idling in their communities. Efforts have ranged from distributing educational materials, to having entire School Districts adopt anti-idling policies and procedures. Creative partnerships have emerged, and there is significant interest in expanding the work to encompass related matters, like addressing asthma at schools, or encouraging air quality education through the California Common Core standards. These efforts are part of the Idle Free Bay Area campaign and staff welcome Board member and community ideas for expanding its reach.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Resources for the Resource Teams are included in the Fiscal Year Ending 2018 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Luz Gomez  
Reviewed by: Jean Roggenkamp

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Mark Ross and Members  
of the Public Engagement Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 18, 2017

Re: Fiscal Year Ending (FYE) 2018 James Cary Smith Community Grant Program  
Guidelines

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RECOMMENDED ACTION

The Public Engagement Committee will consider recommending that the Board of Directors approve the Fiscal Year Ending (FYE) 2018 Community Grant Program guidelines.

BACKGROUND

The James Cary Smith Community Grant Program was established in 2015 to promote and support efforts to reduce air pollution through direct collaboration and participation with community members in the protection of local health and our shared regional environment. Three principle focus areas of the Grant Program are: Education and Engagement; Local Air-Pollution Impact Mitigation Projects; and Community-Based Participatory Research.

The FYE 2017 James Cary Smith Community Grant Program had a specific focus on Community-Based Participatory Research Science Grants, also referred to as “Community-Science” grant projects, and introduced a new category of small grants available to support K-12 teachers leading air quality science curricula. The FYE 2017 program funded eight Community Science projects and two teacher grants for a total of \$250,000. Funded activities include community air studies; hidden hazard mappings; school air sensor curriculum projects; local traffic/idling reduction emission measurement project; and schoolyard vegetative buffer projects. These projects are based in San Leandro, East Palo Alto, East Oakland, East San Jose, Richmond, Bayview Hunters Point, American Canyon and Pittsburg.

Air District staff have updated the Community Grant Program guidelines for the FYE 2018 call for projects in all the three major grant categories: education and engagement; local mitigation projects; and community-based participatory research, as well as the small teacher grants. The FYE 2018 program will retain a priority focus on continuing “community science” grants (including potential phase two for projects initiated last year) and teacher grants, but the other two categories will be included in the call for projects. The FYE 2018 budget includes an allocation of \$250,000 for the Community Grant Program.

## DISCUSSION

The FYE 2016 James Cary Smith Community Grant program just completed with 10 grantees submitting final projects in June and the current FYE 2017 Grant Program – with a specific focus on Community Science projects - is on track in achieving the stated goals and intent of the program. In general, the Community Grant Program has generated a lot of enthusiastic response and interest from community organizations and, with our new teacher support funds, especially from school teachers throughout the region.

For FYE 2018, staff proposes to release a new call for grant proposals that will seek applicants in all the grant categories: education and engagement; local air pollution impact mitigation projects; as well as continuing to support and develop “community science”/community-based participatory research projects and the in-classroom teaching support funds for air quality curriculum projects. Staff will publicize and disseminate the grant overview and guidelines to our community stakeholder lists and through our website and social media, as well as forward outreach material to each of the Board of Directors. Staff will also hold an informational grant workshop for all prospective applicants once the call for grants is publicized with a target of late October.

## BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for this project is included in the FYE 2018 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: David Ralston  
Reviewed by: Jean Roggenkamp

Attachment 5A: FYE 2018 James Cary Smith Community Grant Project Overview  
Attachment 5B: FYE 2018 Community Grant Program Guidelines

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
**JAMES CARY SMITH COMMUNITY GRANT PROGRAM**  
**FYE 2018 OVERVIEW**

**Background**

The Bay Area Air Quality Management District (Air District) aims to create a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality, and the global climate. The Air District adopts and enforces regulations and implements programs to achieve healthy air quality. By improving air quality over the past sixty years, the Air District's programs have produced substantial public health benefits, saved the region millions of dollars in health-related costs, and helped put the Bay Area at the forefront of addressing clean air and climate-change.

Even with such progress, there are still challenges to be met. The Air District is particularly concerned about localized areas with high concentrations of air pollution where vulnerable communities experience significant adverse health impacts. The Air District is also very committed to promoting community-based solutions that can improve health while also helping reduce our global climate impact.

Administering a community-grant program has been an effective strategy to engage community partners more directly in our work. Through these grants, the Air District has been able to work with local communities on projects to reduce air pollution and mitigate the health impacts of ambient air contaminants. A \$250,000 allocation for the Community Grant Program is included in the Air District FYE 2018 Budget.

**Purpose**

The FYE 2018 Community Grant Program will fund locally-based projects designed to reduce and mitigate air pollution impacts while encouraging and increasing community education and engagement. Grants are intended to enable non-governmental community-based organizations to implement projects that increase education, outreach and leadership about air quality improvement issues; implement neighborhood air pollution mitigation projects; and/or conduct community-based participatory air quality research. Small grants of up to \$1,000 are also available to Bay Area teachers for in-class room support for on-going air science related projects or curriculum application.

**Geographic Region**

Eligible projects must be located within the Air District's nine-county jurisdiction. The Air District's jurisdiction encompasses all of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara Counties, as well as southern Sonoma County and southwestern Solano County.

The Air District recognizes that air pollution levels are highest near pollution sources—such as near freeways, busy roadways, distribution centers, and large industrial sources. Communities where these types of sources are concentrated together consistently have higher levels of air pollution, disproportionate adverse health impacts, and often lack the resources to address such localized impacts. These “cumulative impact communities” as well as communities that have episodic exceedances of pollution such as ground-level ozone or particulate matter (PM) have been carefully

documented through the Air District's Community Air Risk Evaluation (CARE) program (2004-9), and the Air District has made an overall commitment to prioritize air pollution initiatives in these areas. Grant projects that serve CARE community areas (See Attachment A: CARE Communities Map) and/or are in close proximity (within 500 ft.) to pollution sources, such as major roadways, will be prioritized in the Community Grant application evaluation process.

### **Grant Range**

The Air District will award grants of up to \$25,000 in addition to administering small in-classroom teacher support grants up to \$1,000 for air science related projects. Grantees may select one of the program areas to apply for or a grant may include specific aspects of multiple program areas.

### **Duration**

The grant period will be 12-15 months. The project must be completed within the time period and all grant funds must be expended by June 30, 2019.

### **Requirements**

Successful grantees shall provide the Air District with quarterly written progress reports at a minimum. Receipts for reimbursement may be submitted with progress reports monthly if so desired. At completion of grant activities, grantees shall submit a final report with simple metrics of what was accomplished and e-copy with photo documentation of grant activities. Grantees may be asked to make a presentation of the grant project during a meeting of the Air District's Board of Directors.

The Air District shall retain all ownership and intellectual copyright of submitted grant materials, project outcomes and documents unless otherwise specifically stipulated in the funding agreement.

### **Who can apply?**

Eligible applicants include:

- Non-profit 501(c) 3 organizations including faith-based organizations;
- Community-based organizations or associations in partnership with a 501(c) 3 fiscal sponsorship;
- K-12 schools or school-sponsored projects (including teacher, parent or student initiated);
- Community-based business or merchant groups are encouraged to apply in partnership with local community organizations/schools that are eligible.

Eligible grant recipients are responsible for the implementation of the project and must have the authority and capacity to complete the project. The Air District values the inherent strengths of local residents and their communities and looks for projects that demonstrate community partnerships and high levels of cooperation and leadership by residents rooted in the community.

## **Program Areas**

The Air District is offering grants in three program areas: Education and Engagement; Air-Pollution Impact Mitigation Projects; Community/Citizen Science Air Quality Projects.

To be eligible, grant proposals need to demonstrate a focus on one or more of the following programmatic categories:

- **Education and Engagement:** Inform and engage community members about air quality issues and develop their capacity to lead behavior changes that reduce air pollution and greenhouse gases in their daily lives.
- **Local Air Pollution Impact Mitigation:** Reduce air pollution impacts through local, small-scale mitigation projects.
- **Community-Based Participatory Research/ "Community Science":** Implement community-academic partnership projects, for example; to study air quality impacts or to demonstrate the effectiveness of innovative mitigation strategies.<sup>1</sup>
- **In-Class Room Air Science Teaching Support Small Grants.** Provide up to \$1,000 as a one-time disbursement for current K-12 publicly-funded school teachers who are applying/incorporating hands-on air quality science with their students. These funds can be used to defray in-class material costs, support classroom field trips or support a hands-on curriculum unit or project.

In general, successful grants are expected to demonstrate a strong degree of community engagement and community partnership and should highlight *both* community health and climate protection co-benefits.

## **Ineligible Activities**

The Community Grant Program will not fund:

- Specific projects that are already directly funded by the Air District except for funding a subsequent phase of a clear multi-phased project)
- Costs for preparing or submitting grant application
- Deficit budgets
- Lobbying efforts
- Endowment campaigns
- Political and organization fundraising campaigns
- Marketing of products or technologies
- Specific projects that will require funding beyond this grant or grant period in order to be completed (unless such source of funding is identified and committed to up front).

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<sup>1</sup> The Air District will provide technical assistance and quality assurance oversight as needed. Projects must demonstrate clear community participant involvement in the research design, leadership, knowledge-sharing and ownership of compiled research.

- Administrative, in-direct operation/organizational personnel costs that exceed 10% of grant

**Proposed Timeline**

Dates	Milestone
September-October 2017	Present Community Grant Program Guidelines to Board of Directors
October 23, 2017	Release grant guidelines and start of formal outreach campaign
<b>December 1, 2017</b>	<b>Deadline for Air District receipt of Community Grant applications</b>
December 31, 2017	Selection and notification of grantees
January-May 2018	Execute agreements
June 30, 2019	Deadline to expend funds and complete projects

**Outreach and Promotion Strategy**

The Air District is engaged in ongoing efforts to promote the Community Grant Program and invite eligible entities to apply. Staff has developed a list of interested parties and will continue to conduct outreach through regularly scheduled meetings, email, and phone conversations. Staff will also work through the Air District Spare the Air Resource Teams, Bay Area Regional Health Inequities Initiative, the Bay Area Environmental Health Collaborative and other regional stakeholders to disseminate grant program information. The Air District will announce the Community Grant Program through local media, on the Air District’s website, in newsletters, and through social media. Air District staff is also enlisting additional partners within the philanthropic field with the aim of leveraging resources and relationships to support potential projects.

Contact Information  
 David Ralston  
 Community Engagement Manager  
 375 Beale Street , 6<sup>th</sup> Floor  
 San Francisco, CA 94105  
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 (415) 749-8423

Please visit us at: [www.baaqmd.gov/community](http://www.baaqmd.gov/community)

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
FYE 2018 COMMUNITY GRANT PROGRAM GUIDELINES**

**SECTION I GOALS AND OBJECTIVES**

The overarching goals of the Community Grant Program are to reduce and mitigate the impacts from local airborne pollutants; to increase public awareness of air quality issues including both the health and climate effects of air pollution; and to encourage collaborative partnerships between the Air District and community members in air pollution reduction.

The Air District will achieve these goals by funding activities that support one or more of the following objectives.

*Objective 1:* Education and engagement to inform community members about air quality improvement issues and the health effects of air pollution

There are many ways to conduct outreach and education to the public about the health consequences of air pollution. The Air District seeks to identify and support those projects designed to reach local audiences effectively and broadly with targeted messages about behavior changes that can reduce air pollutants and greenhouse gases in their daily lives. The Air District also seeks to support projects that promote and develop local engagement, leadership and participation in Air District initiatives.

*Objective 2:* Local air-pollution impact mitigation projects

The Air District seeks to fund projects that directly mitigate identified local air pollution impacts, improve local air quality and serve to protect the health of local residents from airborne impacts. For example, projects that install buffers or filters around (or inside) sensitive receptors such as playgrounds, schools or alongside roads with heavy truck-traffic; small-scale infrastructure to support biking and walking to schools; and other projects which can reduce air pollutants. The Air District also seeks projects that can demonstrate health, climate protection and community engagement co-benefits whenever possible.

*Objective 3:* Community-Based Participatory Research/ "Community Science"

The Air District seeks to fund projects that encourage and support collaborative research partnerships between the Air District, local research groups, and community members in air pollution reduction planning including assessments and study of air quality impacts. Projects may also include well-designed demonstration projects or prototypes that can model or measure specific air quality reduction effects. Projects are intended to support local resident engagement with applied air quality science. Projects also will be required to have Air District quality assurance oversight and must demonstrate joint knowledge-sharing and leadership on project design and implementation with community participants.

*Objective 4:* K-12 Teacher Grants (Small Grants one-time upfront grant up to \$1,000 for In-classroom air science teaching support funds)

A set-aside of the overall grant funds will be available for K-12 public school teachers who have a demonstrated curriculum involving air quality science, air quality health impacts and/or air-related aspects of climate protection to defray in-class material costs, support classroom field trips or support a hands-on curriculum unit or project. Funded projects will be expected to provide a submitted presentation or write-up and/or include student presenters at the Air District's annual (YES) Youth for the Environment and Sustainability Conference (scheduled for February 24<sup>th</sup>, 2018). Please see Section IV-4 below for specific procedures for applying for these small grants.

All successful grants are expected to demonstrate a strong degree of community engagement and community partnership and should highlight both community health and climate protection co-benefits.

The FYE 2018 Community Grants are subdivided into two funding pools:

- \$225,000 will be made available in total for Education and Engagement Grants; Local Air Pollution Impact Mitigation Projects, and Community-Based Participatory Sponsored Research Grant Projects. Community Science Projects that are seeking a second phase of on-going work are also eligible to apply.
- \$25,000 will be made available for In-Classroom Air Science Teaching Support Small Grants up to \$1,000 (one-time disbursement) for current K-12 publicly-funded school teachers who are applying/incorporating hands-on air quality science with their students. These funds can be used to defray in-class material costs, support classroom field trips or support a hands-on curriculum unit or project. Funds may not be used for personnel costs, stipends, overhead or school administrative fees.

### SECTION III APPLICATION PROCEDURES

#### Application process

Applications are due at the Air District office by no later than 5:00 pm **on Friday, December 1, 2017**. Applications submitted after 5:00 p.m. on Friday, December 1, 2017 will not be accepted.

#### Electronic Submittal Process

The Air District welcomes paperless applications for this grant program. Proposals may be submitted electronically to [dralston@baaqmd.gov](mailto:dralston@baaqmd.gov). Faxed, mailed or couriered proposals will be accepted but must be received before 5:00 p.m. on Friday, December 1, 2017. Applicants will receive a confirmation of receipt from the District within 3 business days of the application deadline.

#### Formatting

Proposals should be single-spaced with a minimum of 1 inch margins and 12-point font. The Air District's Community Grant Program Cover Sheet (Appendix A) will serve as the proposal's cover sheet/title page. Include the name of the applicant (e.g., organization)

and page number on each page. The Air District discourages use of plastic folders. Electronic proposals must be submitted as either PDF or Word documents.

### Application Requirements

***Any items submitted other than those specified in these application requirements will not be reviewed.***

#### Cover page – 1 page

Use the Air District's Community Grant Program Cover Page located in Appendix A as the first page of your application packet. The cover page must be signed by a person with authority to legally bind your organization (in electronic applications, a typed in name is legally equivalent to a signature<sup>1</sup>).

#### Proposal Narrative – Maximum 4 pages

Requirements vary by grant program area – see Section IV below. Please use required elements as headings in your narrative to facilitate evaluation of your proposal.

Proposal narratives must include ALL of the following:

- *Description of the project* – Provide a concise description of what you will undertake and the amount requested.
- *Need(s) being addressed* – Succinctly explain the need for the proposed activity and why funding from the Air District is critical in meeting that need.
- *Goals and objectives of the proposed activity* – List all goals and objectives for the proposed activity. Goals are broad aspirations whereas objectives are means to achieving a goal.
- *Strategic approach* – The strategic approach describes how objectives will be achieved. Include a detailed description of what you will do, how you will do it, any partners you will collaborate with, and why this particular approach is proposed. Make sure your strategic approach relates to the goals and objectives you have listed.
- *Connection with Air District's goal and objectives* – State specifically how your project and approach will support the Air District's goal and objectives (see Section II); be clear as to which objective(s) your project will support.
- *Potential for air pollution impact mitigation reduction* – Provide a discussion of how your proposed activity will ultimately result in the reduction of air pollution. What is the nature of the emission reductions? What are the targeted sources if known? Support your assertions with realistic estimates of the impact your project will have, relying on factors such as, location of sources in relation to proposed mitigations, number of people who will benefit (directly and indirectly), and case-study/track-

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<sup>1</sup> See the Electronic Signatures in Global and National Commerce Act, <http://www.ftc.gov/os/2001/06/esign7.htm>

record/scientific or other basis to support how pollution-reducing activities and/or mitigation will work.

- *Achievement of co-benefits* – Discuss benefits above and beyond reduction of air pollution that will accrue because of your proposed activity (i.e. education about health impacts of wood burning leads to better neighbor relations; vegetative buffers can reduce PM and toxic exposure as well as sequester carbon dioxide). The Air District is particularly interested in pollution reduction co-benefits that include health, climate protection, and community engagement.
- *Measuring success* – Clearly state the metrics by which you will evaluate success – how will you know that you have achieved your goals and objectives? You may use both qualitative (i.e. better relationships with truckers) and quantitative (i.e. 8 hours in reduced idling) metrics.
- *Timeline / Deliverables* – Create an easy-to-read table listing major deliverables and estimated number of months to complete each deliverable.
- *Demonstration of environmental commitment* – Clearly state what your previous experience is with promoting clean air projects and demonstrate how your day-to-day organization's practices demonstrate environmental commitment.
- *Engaging impacted communities* – The Air District is committed to the mitigation of air pollution in communities defined as most at-risk in its Community Air Risk Evaluation (CARE) Program. Based on maps of air emissions and sensitive populations, specific priority communities that would benefit from immediate mitigation action have been identified (see Attachment A: CARE Communities Map). Proposals that target these areas will receive points for doing so.

#### Organizational Capacity – Maximum 2 pages

Provide a brief description of the applicant and its demonstrated ability to achieve success with the proposed activity. Include a brief bio (1 paragraph) for each key staff person.

#### Project Budget – Maximum 2 pages

Provide a full budget for the proposed activity, broken out by year (if applicable). Identify budget line items funded by the Air District's Community Grant Program. List any other funders, their total contribution (including in-kind), and indicate whether that contribution has been secured (in-hand), committed, requested or not yet requested. *In evaluation scoring, in-kind resources will count 50% as much as cash contributions.*

Include, at a minimum, the following line items:

- Salary – list project team members, hours for each and hourly rates for each
- Fringe/benefits – list fringe rate
- Consultants/sub-contractors – list estimated hours and rates
- Meetings (convening of) – any public meetings, workshops, trainings, etc. required as part of your project (NOT internal project team meetings)

- Materials design and production (including web)
- Indirect expenses / overhead – list your indirect/overhead rate

In addition, provide a brief budget narrative of 1-2 sentences on each line item to add clarity and specificity.

Note: The Community Grant program will only fund up to 10% of the grant for administrative costs including fiscal agent fees.

### Required Attachments

*For non-profit organizations:*

- List of Board of Directors with affiliations
- 501(c)3 IRS designation letter
- Organizational budgets
- Letters of commitment from any significant project partners itemizing what they are providing (technical support, matching funds, etc.)
- Authorizing letter of commitment approving the submittal of the proposal and identifying the individual authorized to submit and carry out the proposal.

*For K-12 schools:*

- Letters of commitment from any significant partners itemizing what they are providing (technical support, matching funds, etc.)
- Authorizing letter of commitment approving the submittal of the proposal and identifying the individual authorized to submit and carry out the proposal.

### Evaluation Criteria and Scoring

Specific evaluation criteria and their relative weights in scoring applications are listed below in Section IV.

## SECTION IV GRANT PROGRAM AREAS AND SCORING

The Air District is offering grants in three program areas: Education and Engagement; Local Air-Pollution Impact Mitigation Projects; Community-Based Participatory Research/"Community Science." Under each program area, specific proposal requirements and evaluation criteria (scoring) are listed, as well as examples of potentially fundable projects. The sample projects listed are given to provide general guidance, and are neither intended to limit the range of projects submitted for funding nor to assure funding for any particular project.

### 1) Education and Engagement

Through its Education and Engagement grants, the Air District seeks to promote behavior changes in communities that reduce polluting activities.

Eligible projects could include (but are not limited to):

- Education projects to encourage truckers or school bus drivers in heavily trafficked areas to reduce engine idling;
- Youth-based projects that educate parents and students about air pollution and encourage lower polluting activities;
- Neighborhood or homeowner association efforts to educate local residents about the health impacts air pollution attributable to wood burning;
- Asthma management and education programs.
- Grant range: up to \$25,000

## 2) Local Air-Pollution Impact Mitigation Projects

Through its Air Pollution Impact Mitigation Project grants the Air District seeks to fund projects that can mitigate identified local air pollution impacts, improve local air quality, and together serve to protect the health of local residents from airborne impacts.

Eligible projects could include (but are not limited to):

- Installing trees, vegetative buffers, bio-filters along sources or around sensitive receptors such as playgrounds, schools or alongside roads with heavy truck-traffic;
- Installing indoor air filtration systems;
- Installing small-scale infrastructure to support biking or walking to schools or use of van pools, carpools and similar projects that reduce driving to and from schools in heavily-trafficked public locations.
- Grant range: up to \$25,000

The Air District encourages proposals that include documented effectiveness in other case study installations, best practice techniques, and projects that can reduce both air pollutants and greenhouse gases.

## 3) Community-Based Participatory Research/"Community Science" Projects

Through its Community-Based Research/"Community Science" project grants, the Air District seeks to fund projects that encourage and support collaborative research partnerships between the Air District, local research groups, and community members in air pollution reduction planning including assessments, demonstrations and study of air quality impacts. Projects are intended to support local resident engagement with applied air quality science and promote deeper understanding of air quality science and careers. Projects also will be required to have Air District quality assurance oversight and must demonstrate joint knowledge-sharing and leadership on project design and implementation with community participants.

Eligible projects could include (but are not limited to):

- Community air monitoring studies and plans;
- Assessments and ground-truthing to support community emission reduction plans;
- Well-designed demonstration projects or prototypes that can model or measure specific air quality reduction effects.

For all grants:

- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2019)
- Eligible applicants: Non-profit 501(c) 3 organizations, organizations with fiscal sponsorship under a 501(c)3 organization, or K-12 schools.

All successful grants are expected to demonstrate a strong degree of community engagement and community partnership and should highlight both community health and climate protection co-benefits.

A team of Air District staff will evaluate grant proposals using the following evaluation criteria. Proposals with the highest scores will be awarded funding.

Evaluation Criteria and Scoring for grants

Meets Grant Program objectives	25
Strength and feasibility of proposal	20
Demonstration of pollution reduction/project reach	15
Engaging impacted/CARE communities	15
Demonstrated track record/partnerships/fiscally sound	15
<u>Matching Funds/In-kind support</u>	<u>10</u>
Total possible points	100

Applicants may be asked to schedule site visits to better understand proposed project, view project location and meet project team as a supplement to the evaluation process.

4.) In-classroom small grants:

- Grant range: up to \$1,000 (onetime grant disbursement, required final report/presentation)
- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2019)
- Eligible applicants: K-12 school teachers.

Successful grants are required to demonstrate a strong degree of active student leaning, engagement with air science curriculum or hands-on learning opportunities and are encouraged to involve aspects of community engagement and/or community partnership if possible.

A team of Air District staff will evaluate grant initial proposals using the following evaluation criteria.

Evaluation Criteria and Scoring for grants

Meets Grant Program objectives	25
Actively engages students in Air Quality Science	25
Overall strength and feasibility of proposal	25
Strength and capacity of in-class teacher	25

For all grants: Proposals with strong projects and high scores will be contacted and invited to provide further information and to develop a mutually agreeable project scope and budget. Applicants may be asked to schedule site visits to better understand proposed project, view project location and meet project team as a supplement to the evaluation process. Project applications will be evaluated on a rolling basis and are open until all funds are expended.

## SECTION V AFTER RECEIVING A GRANT

### Award Process

Notification of preliminary approval of the projects will be made by December 31, 2017. The Air District will notify successful applicants electronically, unless the applicant has only a mailing address. Air District staff will forward the successful applicant a grant agreement for execution. The agreement will include the project's terms and conditions that the grantee must meet, including monitoring and reporting requirements, notifying the Air District of any change in operation, and providing certificates of insurance. Final approval for funding occurs upon execution by both the project sponsor and the Air District of a Community Grant Program agreement. If grantee does not complete the project or comply with all of the grant's terms and conditions, the grantee may have to repay a portion or all of the funds granted, and may be barred from future Air District grants. In the event that the Air District awards an amount that is less than the amount requested, Air District staff will work with the awardee to align deliverables, outcomes and timelines appropriately. Upon execution of the grant agreement, the grantee may commence work on its funded activities.

### Payment of Grant Funds

The payment schedule will be established in the funding agreement for each project. No funds will be released until the funding agreement has been signed by the project sponsor and the Air District (i.e. fully executed). In general, payment will be made on a reimbursement basis, after project costs are incurred and documented. The final payment will be made upon adequate completion of all deliverables and submittal of a complete final report (including narrative and financial reporting).

### Reporting

Grantees are required to submit quarterly reports on the progress of the project. Quarterly reports include narrative descriptions of progress and financial accounting of the grant program to date. Annual or final reports include narrative descriptions of the year's activities and final fiscal accounting for the whole year. For one-year grants, the annual report is considered the final report. For grants with a 15 month duration an annual report for the first 12 months is required and a summary or final report is required at the end of the contract period. Final reports are used to analyze the impact of the Air District's investments and assist in shaping future grant programs. All reports will be used to share information and promote successes among grantees and with the greater Bay Area community.

Report formats and requirements will be provided to grantees with their award materials.

### Meetings/conferring

Air District staff will meet individually with all grantees onsite midway through their project implementation to assess progress made on projects. Grantees may be asked to make a presentation of the grant project during a meeting of the Air District's Board of Directors.

**APPENDIX A  
COMMUNITY GRANT PROGRAM COVER SHEET**

**I. Applicant**

Name of Organization: \_\_\_\_\_

Type of Organization:

- 501c3 non-profit       K-12 school       Fiscally Sponsored project of another 501c3 non-profit  
 Other

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Website: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Fiscal Sponsor (if applicable)\*:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

*\* A fiscal sponsor is a non-profit or public agency that permits an organization that does not have a tax-exempt status to operate under its auspices. If you have a fiscal sponsor, please complete this box AND attach your fiscal sponsor's IRS tax-exempt letter.*

**II. Project**

Project Title: \_\_\_\_\_

Program Area / Grant Type (e.g. Education and Engagement, Air Pollution Impact Mitigation Project; Community-Based Participatory Research/ "Community Science", K-12 Teacher Grant): \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ District Funding Request: \$ \_\_\_\_\_

***Individual authorized to enter into a formal agreement with the Air District:***

I, \_\_\_\_\_, authorize the submittal of this grant application and certify that all information is correct and accurately reflects the project scope, costs, timeline, and availability of funds.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

ATTACHMENT A  
CARE COMMUNITY MAPS



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson Mark Ross and Members  
of the Public Engagement Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 11, 2017

Re: Summary of 2017 Spare the Air Season

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RECOMMENDED ACTION:

None; receive and file.

BACKGROUND

Since 1991, the Spare the Air campaign has encouraged the public to adopt long-term behaviors to reduce air pollution and protect air quality. Past Spare the Air campaigns have targeted the general population, household decision-makers, young adults and solo drivers.

DISCUSSION

The 2017 Spare the Air campaign featured the benefits of carpooling with co-workers and included collaboration with 511 and carpool apps such as Scoop. The campaign was refreshed this season and targeted commuter's region-wide, including non-English speakers. Through social media and media relations the campaign also promoted casual carpooling and other transportation alternatives, such as taking Capitol Corridor, BART, biking, etc.

The 2017 Spare the Air campaign's commuter-focused messaging and advertising complemented outreach efforts for the Commuter Benefits Program. Results from the summer campaign will be provided.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the campaign was included in the Fiscal Year Ending (FYE) 2017 and FYE 2018 budgets. The campaign is funded primarily through the Congestion Mitigation Air Quality program, supplemented by the Transportation Fund for Clean Air.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Kristine Roselius  
Reviewed by: Lisa Fasano

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Mark Ross and Members  
of the Public Engagement Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 11, 2017

Re: Update on the 2017/2018 Winter Spare the Air Season Outreach Program

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In July 2008, the Board of Directors adopted Regulation 6; Rule 3: Wood Burning Devices. Since the rule was passed, efforts have focused on both outreach and enforcement. The upcoming wood smoke regulatory season will run from November 1, 2017, through February 28, 2018.

DISCUSSION

The 2017/2018 Winter Spare the Air campaign features a strong message that links the serious health impacts from wood smoke to those of cigarette smoke. Advertising that clearly illustrates this link has resonated so well with the public that it will be refreshed for the upcoming winter season with a heightened focus on indoor air quality.

The Winter Spare the Air campaign will continue to focus on the localized health impacts from wood smoke as well as indoor air quality impacts from wood burning fires. Staff will present an overview of this year's materials and campaign strategy.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the outreach program is included in the Fiscal Year Ending (FYE) 2018 Budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Kristine Roselius  
Reviewed by: Lisa Fasano

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 26, 2017

Re: Report of the Mobile Source Committee Meeting of September 28, 2017

**RECOMMENDED ACTION**

The Mobile Source Committee (Committee) recommended the Board of Directors' approval of the following items:

A) Projects and Contracts with Proposed Grant Awards Over \$100,000

- 1) Approve the Transportation Fund for Clean Air (TFCA) and Commercial Lawn and Garden Equipment Replacement projects with proposed grant awards over \$100,000 as shown in Attachment 1; and
- 2) Authorize the Executive Officer/Air Pollution Control Officer (APCO) to enter into all necessary agreements with applicants for the recommended projects.

B) Selection of a Vendor to Conduct Financial and Compliance Audits

- 1) Approve the selection of Simpson & Simpson, LLP to conduct a Financial Audit for Fiscal Year Ending (FYE) 2018 and a Compliance Audit of the TFCA programs and projects that closed by FYE 2017;
- 2) Authorize the Executive Officer/APCO to execute a contract with Simpson & Simpson, LLP at a cost not to exceed \$119,350 for services performed in FYE 2018 (Year 1); and
- 3) Authorize the Executive Officer/APCO to extend the contract with Simpson & Simpson, LLP in an amount not to exceed \$151,350 annually for up to two additional years, at the Air District's discretion, based on contractor's performance.

C) Accept, Obligate, and Expend Funding from the United States Environmental Protection Agency (EPA)

- 1) Adopt a Resolution authorizing the Bay Area Air Quality Management District (Air District) to accept, obligate, and expend up to \$639,670 from the EPA to replace one locomotive; and

- 2) Authorize the Executive Officer/APCO to enter into all agreements necessary to accept and expend this funding.

## BACKGROUND

The Committee met on Thursday, September 28, 2017, and received the following reports:

- A) Projects and Contracts with Proposed Grant Awards Over \$100,000;
- B) Selection of a Vendor to Conduct Financial and Compliance Audits; and
- C) Accept, Obligate, and Expend Funding from the United States Environmental Protection Agency

Chairperson Karen Mitchoff will provide an oral report of the Committee meeting.

## BUDGET CONSIDERATION/FINANCIAL IMPACT

- A) None. Through the TFCA and Greenhouse Gas Reduction Grant Program, the Air District distributes “pass-through” funds to public agencies and private entities on a reimbursement basis. Administrative costs for these programs are provided by each funding source.
- B) The costs associated with the FYE 2018 auditing services are included in the Air District’s FYE 2018 budget. Future auditing service costs for FYE 2019 and FYE 2020 will be budgeted appropriately in the ordinary course of the Air District’s budget process.
- C) None. The Air District distributes “pass-through” funds to grantees on a reimbursement basis. Administrative costs are provided by the funding source.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment 7A: 09/28/17 – Mobile Source Committee Meeting Agenda #4  
Attachment 7B: 09/28/17 – Mobile Source Committee Meeting Agenda #5  
Attachment 7C: 09/28/17 – Mobile Source Committee Meeting Agenda #6

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Karen Mitchoff and Members  
of the Mobile Source Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 11, 2017

Re: Projects and Contracts with Proposed Grant Awards over \$100,000

RECOMMENDATIONS

Recommend Board of Directors:

1. Approve the Transportation Fund for Clean Air (TFCA) and Commercial Lawn and Garden Equipment Replacement projects with proposed grant awards over \$100,000 as shown in Attachment 1; and
2. Authorize the Executive Officer/APCO to enter into all necessary agreements with applicants for the recommended projects.

BACKGROUND

The Bay Area Air Quality Management District (Air District) has participated in the Carl Moyer Program (CMP), in cooperation with the California Air Resources Board (ARB), since the program began in fiscal year 1998-1999. The CMP provides grants to public and private entities to reduce emissions of oxides of nitrogen (NOx), reactive organic gases (ROG) and particulate matter (PM) from existing heavy-duty engines by either replacing or retrofitting them. Eligible heavy-duty diesel engine applications include on-road trucks and buses, off-road equipment, marine vessels, locomotives, and stationary agricultural pump engines.

Assembly Bill 923 (AB 923 - Firebaugh), enacted in 2004 (codified as Health and Safety Code Section 44225), authorized local air districts to increase their motor vehicle registration surcharge up to an additional \$2 per vehicle. The revenues from the additional \$2 surcharge are deposited in the Air District's Mobile Source Incentive Fund (MSIF). AB 923 stipulates that air districts may use the revenues generated by the additional \$2 surcharge for projects eligible under the CMP.

On March 16, 2016, the Board of Directors (Board) authorized Air District's participation in Year 18 of the CMP and authorized the Executive Officer/APCO to execute Grant Agreements and amendments for projects funded with CMP funds or MSIF revenues with individual grant award amounts up to \$100,000.

In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within the nine-county Bay Area to fund projects that reduce on-road motor vehicle emissions within the Air District's jurisdiction. The statutory authority for the TFCA and requirements of the program are set forth in California HSC Sections 44241 and 44242. Sixty percent of TFCA funds are awarded by the Air District to eligible projects and programs implemented directly by the Air District (e.g., Spare the Air, Plug-in Electric Vehicle Program) and to a program referred to as the TFCA Regional Fund. Each year, the Board allocates funding and adopts policies and evaluation criteria that govern the expenditure of TFCA funding.

On March 16, 2016, the Board allocated \$21.7 million in TFCA funding for eligible projects in Fiscal Year Ending (FYE) 2017, of which \$13.65 million are new TFCA monies, authorized cost-effectiveness limits for Air District-sponsored FYE 2017 programs, and authorized the Executive Officer/APCO to execute Grant Agreements and amendments for projects funded with TFCA revenues with individual grant award amounts up to \$100,000. On July 20, 2016, the Board adopted policies, evaluation criteria, and cost-effectiveness limits for the FYE 2017 TFCA Regional Fund program.

CMP and TFCA projects with grant award amounts over \$100,000 are brought to the Mobile Source Committee for consideration at least on a quarterly basis. Staff reviews and evaluates the grant applications based upon the respective governing policies and guidelines established by the ARB and/or the Board.

On November 24, 2008, the California Attorney General (AG) and the Air District entered into a Memorandum of Understanding (MOU) authorizing the Air District to administer the Greenhouse Gas Reduction Grant Program (GGRGP) funded by the Carbon Offset Funds, which were paid by ConocoPhillips Company to resolve a dispute regarding the environmental impact of greenhouse gas (GHG) emissions from the Clean Fuels Expansion Project at the refinery in Rodeo. The MOU requires that Carbon Offset Fund projects achieve verifiable, quantifiable reductions in GHG emissions and that the Air District give priority to projects in areas that are nearest to the Conoco refinery. The GGRGP was initially designed to provide funding to install renewable power and energy efficiency improvements at public buildings and in 2010 and 2013 the Board authorized awards to public agencies located in Rodeo, Hercules, Crockett, and Pinole for projects that were completed by the end of 2015.

In FYE 2016, the Air District received approval from the AG to allocate the remaining funds to projects that exchange fossil-fueled lawn and garden equipment with electric-powered ones. On February 17, 2016, the Board approved the allocation of the remaining approximately \$520,000 in GGRGP funds to implement a commercial lawn and garden equipment replacement program.

## DISCUSSION

### **Carl Moyer Program:**

The Air District started accepting project applications for the CMP Year 18 funding cycle on July 11, 2016, and approximately \$11 million was available for CMP projects from a combination of MSIF and CMP funds for the Year 18 cycle.

CMP project applications were accepted and evaluated on a first-come, first-served basis, and as of September 7, 2017, the Air District had received 68 project applications for the CMP Year 18 cycle. Of the applications that were evaluated between March 4, 2017, and September 7, 2017, none had a proposed individual grant award over \$100,000. Attachment 2, lists all of the eligible Year 18 projects that have been received by the Air District as of September 7, 2017, and summarizes the allocation of funding by equipment category, and county. This list also includes eligible Voucher Incentive Program (VIP) on-road replacement projects. Approximately 76% of the funds have been awarded to projects that reduce emissions in highly impacted Bay Area communities. Attachment 3 summarizes the cumulative allocation of CMP, MSIF, and Vehicle Buyback (VBB) funding since 2009 (more than \$135 million awarded to 794 projects).

### **Transportation Fund for Clean Air Program:**

For FYE 2017, the Air District has issued solicitations for shuttle and rideshare services, bicycle facilities, and the Charge! Program, which provides funding for the deployment of publicly available electric vehicle charging stations. The solicitations for existing shuttles and rideshare, and bicycle facilities projects closed on September 1, 2016, and June 26, 2017, respectively.

As of September 7, 2017, the Air District had received 51 applications for FYE 2017 funding. Of these, staff has evaluated 44 applications, of which 41 projects were approved or recommended for funding; and three projects were not recommended. Of the applications that were evaluated between March 4, 2017, and September 7, 2017, 11 eligible projects have a proposed individual grant award over \$100,000:

- Project #17EV018 will install and operate 182 single-port Level 2 and 8 Direct Current (DC) Fast charging stations in Los Altos, Mountain View, and Los Altos Hills. The proposed award for this project includes \$99,900 in funding California Energy Commission (CEC) funds, which is pending CEC approval.
- Project #17EV021 will install and operate 52 single-port Level 2 charging stations in San Jose.
- Project #17EV022 will install and operate 26 single-port Level 2 and 1 DC Fast charging stations in Los Altos. The sum of the proposed award for this project and the award that was previously approved for #17EV007 for the same project sponsor, Mountain View Los Altos High School District, exceeds \$100,000.
- Project #17EV024 will install and operate 20 single-port Level 2 charging stations with new solar generation in Cotati.
- Project #17R18 will install 0.31 miles of Class II and 10.48 miles of Class III bikeways in Daly City.
- Project #17R20 will install 1.87 miles of Class II bikeways in Santa Rosa.
- Project #17R21 will install 1.7 miles of Class II and 7.95 miles of Class III bikeways in San Leandro.
- Project #17R23 will install 0.8 miles of Class I bikeway in Albany.
- Project #17R24 will install 7.76 miles of Class III and 0.7 miles of Class IV bikeways in Cupertino.
- Project #17R26 will install one 0.28-mile bikeway/pedestrian overcrossing, a Class I bikeway, over Highway 101 in San Carlos.

- Project #17R28 will install 26 electronic bicycle locker quads (104 bicycle parking spaces) located at 12 locations in San Jose.

Together, the above 11 projects will reduce about 2.21 tons of NO<sub>x</sub>, ROG, and PM per year. Staff determined that these projects conform to the provisions of HSC 44241 and the Board-adopted policies and recommends awarding \$2,960,547, which consists of \$2,860,647 of TFCA funds and \$99,900 of CEC funds, to these projects. Attachment 1, Table 2, provides additional information on these projects.

Attachment 4 lists the 41 eligible FYE 2017 TFCA projects that were evaluated by the Air District as of September 7, 2017. In total, these projects represent more than \$8 million in funding awards. These projects will reduce approximately 33.3 tons of NO<sub>x</sub>, ROG, and PM, and about 16,345 tons of tailpipe GHG emissions per year. Note that the emissions reduced by the two shuttle projects funded through the Spare the Air Program are not included in this report and instead will be evaluated and reported as part of the results of the Spare the Air program. Approximately 37% of the FYE 2017 TFCA funds awarded have been awarded to projects that reduce emissions in highly impacted Bay Area communities. Attachment 5 summarizes the allocation of funding by project category (Figure 1), and county (Figure 2).

### **Commercial Lawn and Garden Equipment Exchange Program:**

In February 2016, the Air District began accepting applications for the Commercial Lawn and Garden Exchange program. The Program provides financial incentives to public agencies interested in replacing commercial internal combustion lawn and garden equipment with cordless, battery-electric, zero-emission equipment. Among the equipment targeted are lawn mowers, leaf blowers, sweepers, chainsaws, line trimmers, and hedge trimmers.

In accordance with the GGRGP requirements, program funds were first offered to the four communities that are closest to Conoco Philips: Rodeo, Hercules, Crockett, and Pinole. Public agencies in those communities were contacted on May 20, 2016, and invited to participate in the program; however, no proposals were received within the first 30 days. The program was then expanded to include all public agencies in Alameda and Contra Costa counties and an announcement was sent to public agencies in those counties on June 20, 2016, inviting their participation in the program. An equipment demonstration was held on the UC Berkeley campus on August 4, 2016, which attracted strong interest.

As of September 7, 2017, the Air District has received nine proposals requesting \$484,507 of the \$485,392.64 available. Two of the nine projects have a proposed individual grant award over \$100,000, one from UC Berkeley and one from the City of Oakland.

- Project #CLG2-06, UC Berkeley, will replace 41 pieces of conventional equipment with zero-emission equipment for a cost of \$115,247.
- Project #CLG2-010, City of Oakland, will replace 20 pieces of conventional equipment with zero-emission equipment for a cost of \$111,685.

Together, the above two projects will reduce about 194 tons of CO<sub>2</sub>, and 1.33 tons of NO<sub>x</sub>, ROG, and PM per year. Staff determined that these projects conform to the GGRGP program requirements and recommends awarding \$226,932 to these projects. Attachment 1, Table 3, provides additional information on these projects. Attachment 6 lists the nine eligible projects that were evaluated by the Air District as of September 7, 2017. In total, these projects represent more than \$484,507 in funding awards.

#### BUDGET CONSIDERATION / FINANCIAL IMPACT

None. Through the TFCA and GGRGP, the Air District distributes “pass-through” funds to public agencies and private entities on a reimbursement basis. Administrative costs for these programs are provided by each funding source.

Respectfully submitted,

Jack P. Broadbent  
Executive Director/APCO

Prepared by: Anthony Fournier, Michael Neward, and Joseph Steinberger  
Reviewed by: Karen Schkolnick and Chengfeng Wang

- Attachment 1: Projects with grant awards greater than \$100,000 (evaluated 3/4/17 – 9/7/17)
- Attachment 2: Summary of all Year 18 CMP/ MSIF and VIP approved and eligible projects (evaluated 8/30/16 – 9/7/17)
- Attachment 3: Summary of program distribution by county and equipment category for CMP, MSIF, VBB, and VIP funding since 2009
- Attachment 4: Summary of all TFCA approved and eligible projects (evaluated 7/1/2016 – 9/7/17)
- Attachment 5: Summary of distribution of TFCA funds by county and project category (evaluated 7/1/16 – 9/7/17)
- Attachment 6: Summary of all Commercial Lawn and Garden Equipment Replacement Exchange Program approved and eligible projects (as of 9/7/17)

**AGENDA 4 - ATTACHMENT 1**

**Table 1 - Summary of Carl Moyer Program/ Mobile Source Incentive Fund projects with grant awards greater than \$100k (Evaluated between 3/4/17 and 9/7/17)**

Project #	Applicant name	Equipment category	Project description	Proposed contract award	Total project cost	Emission Reductions (Tons per year)			County
						NOx	ROG	PM	
None									
<b>0 Projects</b>				\$ -	0.000	0.000	0.000		

**Table 2 - Summary of Transportation Fund for Clean Air projects with grant awards greater than \$100k (Evaluated between 3/4/17 and 9/7/17)**

Project #	Project Sponsor	Project Category	Project Description	City	Est. C/E	Proposed Contract Award	Emission Reductions (Tons per year)			County
							NOx	ROG	PM	
17EV018*	Los Altos School District	Plug-in Electric Vehicles (PEV)	Install 182 single-port Level 2 and 8 DC Fast charging stations in Los Altos, Mountain View, and Los Altos Hills	Los Altos	\$413,726	\$1,400,763	0.390	0.508	0.008	Santa Clara
17EV021	North First SJ, LP	PEV	Install 52 single-port Level 2 charging stations in San Jose	San Francisco	\$229,307	\$156,000	0.084	0.110	0.002	Santa Clara
17EV022	Mountain View Los Altos High School District	PEV	Install 26 single-port Level 2 and 1 DC Fast charging stations in Los Altos	Mountain View	\$213,723	\$96,000	0.056	0.073	0.001	Santa Clara
17EV024	Old Redwood Commons Association	PEV	Install 20 single-port Level 2 charging stations with solar in Cotati	Cotati	\$458,613	\$120,000	0.033	0.042	0.001	Sonoma
17R18	City of Daly City	Bicycle Facilities	Install 0.31 miles of Class II and 10.48 miles Class III bikeways in Daly City	Daly City	\$57,503	\$133,117	0.071	0.093	0.138	San Mateo
17R20	City of Santa Rosa	Bicycle Facilities	Install 1.87 miles of Class II bikeways in Santa Rosa	Santa Rosa	\$226,059	\$201,907	0.027	0.039	0.050	Sonoma
17R21	City of San Leandro	Bicycle Facilities	Install 1.7 miles of Class II and 7.95 miles of Class III bikeways in San Leandro	San Leandro	\$140,450	\$139,128	0.030	0.040	0.059	Alameda
17R23	East Bay Regional Park District	Bicycle Facilities	Install 0.8 miles of Class I bikeway in Albany	Albany	\$250,000	\$246,552	0.040	0.030	0.059	Alameda
17R24	City of Cupertino	Bicycle Facilities	Install 7.76 miles of Class III and .7 miles of Class IV bikeways in Cupertino	Cupertino	\$250,000	\$138,359	0.017	0.024	0.031	Santa Clara
17R26	City of San Carlos	Bicycle Facilities	Install 0.28 miles of Class I bikeway in San Carlos	San Carlos	\$250,000	\$120,721	0.011	0.014	0.021	San Mateo
17R28	City of San Jose	Bicycle Facilities	Install 104 electronic bicycle lockers in San Jose	San Jose	\$242,901	\$208,000	0.026	0.037	0.048	Santa Clara
<b>11 Projects</b>						<b>\$2,960,547</b>	<b>0.784</b>	<b>1.010</b>	<b>0.416</b>	

\* The proposed award for Project #17EV018 includes \$99,900 of funds from the California Energy Commission (CEC), pending CEC's approval. The TFCA award for this project is \$1,300,863.

**Table 3 - Summary of Commercial Lawn & Garden Equipment Exchange Program Projects with grant awards greater than \$100k (Evaluated between 3/4/17 and 9/7/17)**

Project #	Project Sponsor	Project Category	Project Description	City	Est. C/E	Proposed Contract Award	Emission Reductions (Tons per year)			County
							NOx	ROG	PM	
CLG2-06	UC Berkeley	Commercial Lawn & Garden	Replace 41 pieces of conventional equipment with zero-emission equipment	Berkeley	\$25,412	\$115,247	0.101	0.699	0.005	Alameda
CLG2-10	City of Oakland	Commercial Lawn & Garden	Replace 20 pieces of conventional equipment with zero-emission equipment	Oakland	\$41,687	\$111,685	0.031	0.493	0.002	Alameda
<b>2 Projects</b>						<b>\$226,932</b>	<b>0.132</b>	<b>1.192</b>	<b>0.007</b>	

## AGENDA 4 - ATTACHMENT 2

*Summary of all Yr 18 CMP, MSIF and VIP approved/ eligible projects (between 8/30/16 and 9/7/17)*

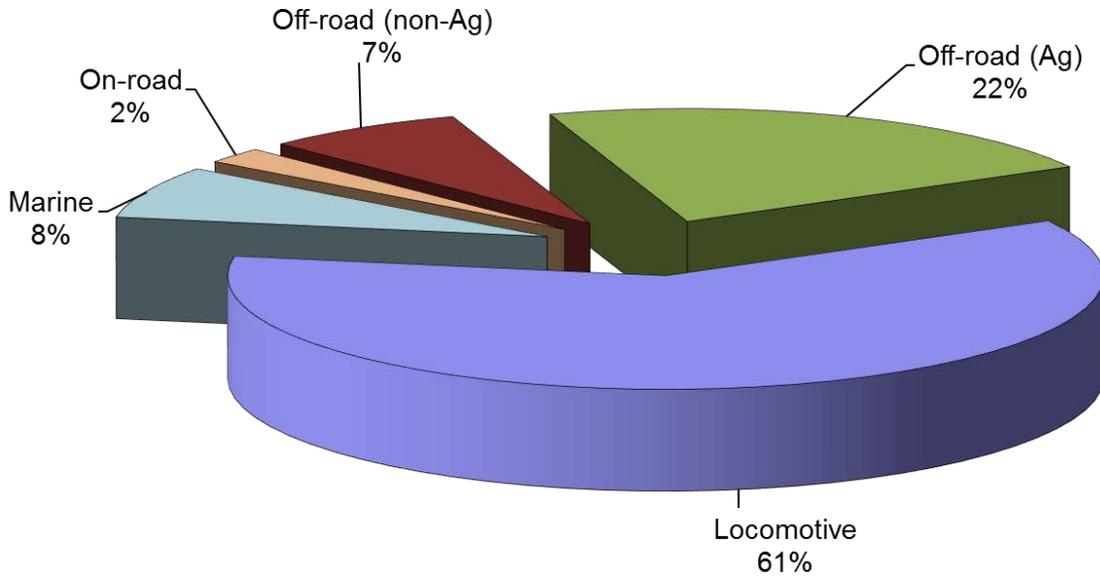
Project #	Equipment category	Project type	# of engines	Proposed contract award	Applicant name	Emission Reductions (Tons per year)			Board approval date	County
						NOx	ROG	PM		
18MOY10	Ag/ off-road	Equipment replacement	3	\$ 116,595.00	Pina Vineyard Management , LLC.	0.361	0.049	0.021	11/16/2016	Napa
18MOY7	Ag/ off-road	Equipment replacement	1	\$ 71,800.00	Walter Hansel Winery & Vineyards LLC	0.174	0.031	0.015	APCO	Sonoma
18MOY5	Ag/ off-road	Equipment replacement	1	\$ 34,550.00	Corey J Coggins (Farmer)	0.103	0.018	0.004	APCO	San Mateo
18MOY9	Off-road	Equipment replacement	1	\$ 20,700.00	Silicon Roadways, Inc.	0.086	0.016	0.007	APCO	Alameda
18MOY15	Off-road	Equipment replacement	1	\$ 85,200.00	Keith J. Gale General Engineering, Inc.	0.545	0.056	0.020	APCO	Solano
18MOY13	Ag/ off-road	Equipment replacement	1	\$ 95,530.00	Robert and Julia Marsh (Farmer)	0.667	0.070	0.024	APCO	San Mateo
18MOY17	Off-road	Equipment replacement	1	\$ 85,000.00	SF Recovery, Inc.	0.823	0.099	0.035	APCO	San Francisco
18MOY14	Marine	Engine replacement	2	\$ 130,000.00	Reel Time Charters, LLC	0.875	0.005	0.032	1/18/2017	San Francisco
18MOY23	Off-road	Equipment replacement	1	\$ 72,800.00	Columbia Electric, Inc.	0.366	0.052	0.023	APCO	Alameda
18MOY25	Off-road	Equipment replacement	1	\$ 64,000.00	Iron House Sanitary District	0.379	0.046	0.016	APCO	Contra Costa
18MOY12	Ag/ off-road	Equipment replacement	1	\$ 35,000.00	Mazzetta Dairy	0.086	0.002	0.006	APCO	Sonoma
18MOY20	Ag/ off-road	Equipment replacement	2	\$ 97,520.00	Wight Vineyard Management, Inc.	0.221	0.046	0.021	APCO	Napa
18MOY26	Ag/ off-road	Equipment replacement	1	\$ 165,230.00	Saturnino Del Castillo (Farmer)	0.799	0.084	0.028	1/18/2017	Solano
18MOY19	Marine	Engine replacement	2	\$ 230,000.00	Sport Fishing Enterprises, LLC	0.681	0.000	0.037	1/18/2017	Alameda
18MOY2	Ag/ off-road	Equipment replacement	1	\$ 35,325.00	Nick Leras Vineyards	0.169	0.029	0.011	APCO	Sonoma
18MOY27	Ag/ off-road	Equipment replacement	2	\$ 89,060.00	Balletto Ranch, Inc.	0.453	0.081	0.039	APCO	Sonoma
18MOY31	Marine	Engine replacement	2	\$ 156,000.00	Sean Marcus Hodges (Charter fishing)	0.437	-0.011	0.027	2/1/2017	Marin
18MOY28	Ag/ off-road	Equipment replacement	1	\$ 34,000.00	Pina Vineyard Management , LLC.	0.075	0.015	0.007	APCO	Napa
18MOY36	Ag/ off-road	Equipment replacement	1	\$ 49,900.00	Donald R Hardin Trust	0.134	0.024	0.009	APCO	Napa
17MOY66	Ag/ off-road	Equipment replacement	1	\$ 39,545.00	Dirt Farmer & Company, A California Corporation	0.105	0.032	0.010	APCO	Sonoma
18MOY35	Ag/ off-road	Equipment replacement	1	\$ 16,200.00	Cortina Vineyard Management	0.022	0.013	0.003	APCO	Napa
18MOY33	Ag/ off-road	Equipment replacement	1	\$ 44,225.00	M. German & Son Partnership	0.154	0.031	0.014	APCO	Solano
18MOY30	Ag/ off-road	Equipment replacement	2	\$ 294,740.00	Mertens Dairy	1.186	0.156	0.055	3/1/2017	Sonoma
18MOY24	Off-road	Equipment replacement	1	\$ 61,600.00	Columbia Electric, Inc.	0.246	0.044	0.021	APCO	Alameda
18MOY42	Ag/ off-road	Equipment replacement	2	\$ 330,170.00	McClelland's Dairy	1.769	0.153	0.052	3/1/2017	Sonoma
18MOY37	Locomotive	Equipment replacement	2	\$ 5,000,000.00	San Joaquin Regional Rail Commission / ACE	16.164	1.112	0.483	3/1/2017	Alameda / Santa Clara
18MOY40	Marine	Engine replacement	1	\$ 97,000.00	Raymond D. Baker (Commercial fishing)	0.468	0.012	0.018	APCO	Sonoma
18MOY34	Off-road	Equipment replacement	1	\$ 85,000.00	R&A Trucking Company	0.542	0.056	0.020	APCO	Alameda

## AGENDA 4 - ATTACHMENT 2

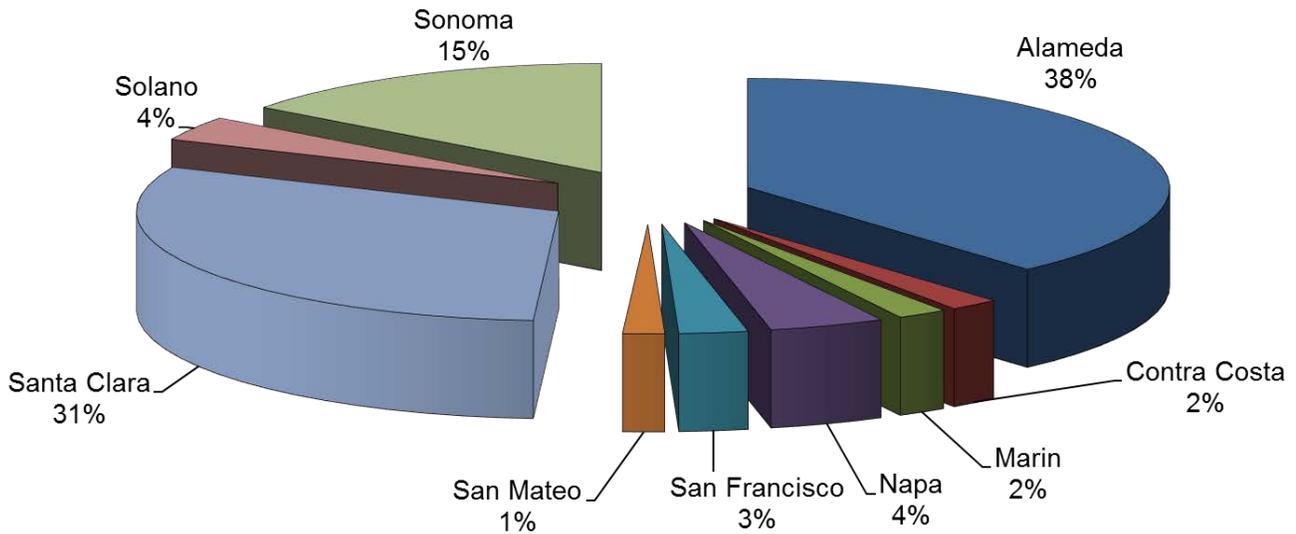
Project #	Equipment category	Project type	# of engines	Proposed contract award	Applicant name	Emission Reductions (Tons per year)			Board approval date	County
						NOx	ROG	PM		
18MOY47	Ag/ off-road	Equipment replacement	1	\$ 154,505.00	Diamond W Ranch	0.612	0.086	0.031	TBD	Sonoma
18MOY48	Ag/ off-road	Equipment replacement	1	\$ 59,000.00	Richard Keenan (Vineyard)	0.195	0.007	0.008	APCO	Sonoma
18MOY16	Off-road	Equipment replacement	1	\$ 90,340.00	Manson Construction Company	0.665	0.080	0.028	APCO	Contra Costa
18MOY43	Ag/ off-road	Equipment replacement	1	\$ 46,890.00	Cortina Vineyard Management	0.127	0.021	0.008	APCO	Napa
18MOY44	Off-road	Equipment replacement	1	\$ 45,000.00	PCM Excavation & Trucking Inc	0.203	0.037	0.014	APCO	Alameda
VIP282	VIP	Truck Replacement	1	\$ 10,000.00	Cornel Roman/ Camelia Roman	0.400	0.000	0.010	APCO	Alameda
VIP283	VIP	Truck Replacement	1	\$ 15,000.00	Javier De La Torre	0.300	0.010	0.000	APCO	Yolo
VIP284	VIP	Truck Replacement	1	\$ 30,000.00	J/W Sanchez Trucking, Inc.	0.600	0.010	0.000	APCO	Alameda
VIP285	VIP	Truck Replacement	1	\$ 40,000.00	Phieu Hung Nguyen	0.870	0.010	0.000	APCO	Alameda
VIP287	VIP	Truck Replacement	1	\$ 45,000.00	Manuel Rivera DBA JJC Trucking	0.900	0.010	0.000	APCO	San Joaquin
VIP288	VIP	Truck Replacement	1	\$ 45,000.00	Thanh Duc Nguyen	0.890	0.010	0.000	APCO	Alameda
<b>39 Projects</b>			<b>49</b>	<b>\$ 8,217,425.00</b>		<b>33.850</b>	<b>2.601</b>	<b>1.159</b>		

## AGENDA 4 - ATTACHMENT 2

**Figure 1: CMP/ MSIF Funding Distribution by Equipment Category as of 9/7/17**

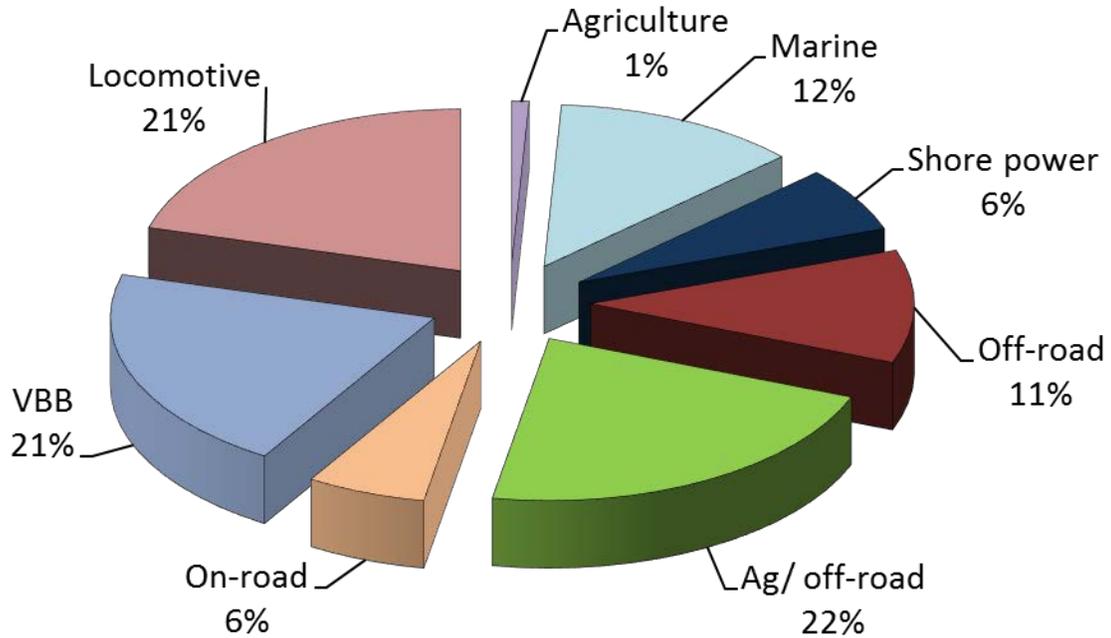


**Figure 2: CMP/ MSIF Funding Distribution by County as of 9/7/17**

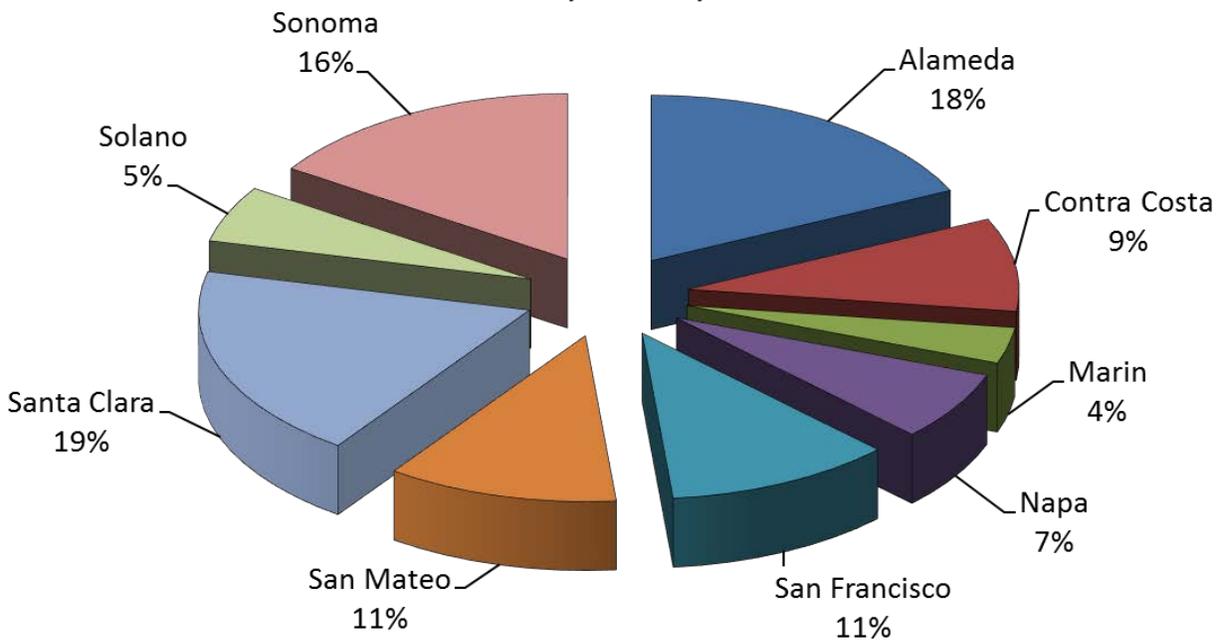


## AGENDA 4 - ATTACHMENT 3

**Figure 3: CMP, MSIF, VBB and VIP funding since 2009 by equipment category**



**Figure 4: CMP, MSIF, VBB and VIP funding since 2009 by county**



## AGENDA 4 - ATTACHMENT 4

Summary of all TFCFA approved and eligible projects (evaluated between 7/1/2016 and 9/7/17)

Project #	Project Category	Project Description	Award Amount	Applicant Name	Emission Reductions (Tons per year)			Board Approval Date	CARE Area	County
					NO <sub>x</sub>	ROG	PM			
17EV001	Plug-in Electric Vehicles (PEV)	Install 17 dual-port Level 2 charging stations in San Bruno and San Mateo	\$98,000	San Mateo County Community College District	0.037	0.048	0.001	9/13/17	No	San Mateo
17EV002	PEV	Install 4 dual-port Level 2 charging stations in Milpitas	\$16,000	Efficient Drivetrains, Inc.	0.009	0.011	0.000	3/29/17	No	Santa Clara
17EV004	PEV	Install 3 dual-port Level 2 charging stations at a workplace in Brisbane	\$12,000	MPVCA Brisbane LLC	0.007	0.009	0.000	4/3/17	No	San Mateo
17EV005	PEV	Install 5 single-port Level 2 charging stations in Daly City, San Carlos, Menlo Park and Mountain View	\$15,000	Concept Hotels	0.009	0.011	0.000	7/11/17	No	Regional
17EV007	PEV	Install 26 single-port Level 2 and 1 DC Fast charging stations Mountain View	\$72,646	Mountain View Los Altos High School District	0.037	0.048	0.001	4/19/17	No	Santa Clara
17EV008	PEV	Install 3 single-port Level 2 charging stations in Fremont	\$17,000	Fremont Lakeview Investment, LLC	0.005	0.006	0.000	5/9/17	No	Alameda
17EV009	PEV	Install 4 dual-port level 2 charging stations in Menlo Park and Cupertino	\$10,000	J Cyril Johnson Investment Corp	0.005	0.007	0.000	7/27/17	No	Santa Clara
17EV012	PEV	Install 2 dual port - Level 2 and 2 DC Fast charging stations in Sebastopol	\$99,000	Morris 385 LLC	0.031	0.040	0.001	6/2/17	No	Sonoma
17EV013	PEV	Install 4 dual-port Level 2 charging stations in San Jose	\$16,000	San Jose Healthcare System, LP	0.009	0.011	0.000	7/20/17	Yes	Santa Clara
17EV014	PEV	Install 10 dual-port Level 2 charging stations in Livermore	\$40,000	Sandia National Laboratory	0.047	0.606	0.001	6/6/17	Yes	Alameda
17EV015	PEV	Install 14 dual-port Level 2 charging stations in Santa Rosa and Petaluma	\$56,000	Sonoma County Junior College District	0.030	0.040	0.001	7/6/17	No	Sonoma
17EV016	PEV	Install 6 dual-port Level 2 charging stations in Hayward	\$15,000	California State University, East Bay Foundation Inc.	0.008	0.011	0.000	7/18/17	No	Alameda
17EV017	PEV	Install 5 dual-port and 1 single port Level 2 charging stations in Redwood City	\$23,000	601 Marshall Street Owner, LLC	0.012	0.016	0.000	6/28/17	No	San Mateo
17EV018*	PEV	Install 182 single-port Level 2 and 8 DC Fast charging stations in Los Altos, Mountain View, and Los Altos Hills	\$1,400,763	Los Altos School District	0.390	0.508	0.008	Pending	No	Santa Clara
17EV020	PEV	Install 6 single-port Level 2 charging stations in Los Altos Hills	\$18,000	Fremont Hills Country Club	0.010	0.013	0.000	7/20/17	No	Santa Clara
17EV021	PEV	Install 52 single-port Level 2 charging stations in San Jose	\$156,000	North First SJ, LP	0.084	0.110	0.002	Pending	No	Santa Clara
17EV022	PEV	Install 26 single-port Level 2 and 1 DC Fast charging stations in Los Altos	\$96,000	Mountain View Los Altos High School District	0.056	0.073	0.001	Pending	No	Santa Clara
17EV023	PEV	Install 3 single-port Level 2 charging stations with solar in Richmond	\$18,000	San Francisco Estuary Institute	0.005	0.006	0.000	8/15/17	Yes	Contra Costa
17EV024	PEV	Install 20 single-port Level 2 charging stations with solar in Cotati	\$120,000	Old Redwood Commons Association	0.033	0.042	0.001	Pending	No	Sonoma
17R05**	Shuttle	City of Oakland Broadway Spare the Air Messaging	\$420,000	City of Oakland	N/A	N/A	N/A	7/18/16	Yes	Alameda
17R06**	Shuttle	LAVTA Spare the Air Messaging	\$1,050,000	Livermore Amador Valley Transit Authority	N/A	N/A	N/A	10/19/16	Yes	Alameda
17R11	Rideshare	511 Regional carpool and Vanpool Program	\$870,000	Metropolitan Transportation Commission	2.563	2.384	3.134	11/16/16	No	Regional
17R12	Rideshare	SJSU Ridesharing & Trip Reduction	\$139,500	Associated Students, San Jose State University	0.231	0.257	0.376	11/16/16	Yes	Regional
17R14	Shuttle	Caltrain Shuttle Program	\$639,900	Peninsula Corridor Joint Powers Board	2.136	2.482	3.718	11/16/16	No	San Mateo
17R15	Shuttle	ACE Shuttle 53 and 54	\$100,000	San Joaquin Regional Rail Commission	0.149	0.432	0.718	11/16/16	Yes	Alameda
17R16	Shuttle	ACE Shuttle Bus Program	\$960,000	Santa Clara Valley Transportation Authority	2.620	2.675	4.553	11/16/16	Yes	Santa Clara
17R17	Shuttle	PresidioGo Shuttle	\$100,000	Presidio Trust	0.344	0.383	0.605	11/16/16	Yes	San Francisco
17R18	Bicycle Facilities	Install 0.31 miles of Class II and 10.48 miles Class III bikeways in Daly City	\$133,117	City of Daly City	0.071	0.093	0.138	Pending	No	San Mateo
17R19	Bicycle Facilities	Install 0.36 miles of Class IV bikeways in Half Moon Bay	\$25,099	City of Half Moon Bay	0.003	0.004	0.006	9/13/17	No	San Mateo
17R20	Bicycle Facilities	Install 1.87 miles of Class II bikeways in Santa Rosa	\$201,907	City of Santa Rosa	0.027	0.039	0.050	Pending	No	Sonoma
17R21	Bicycle Facilities	Install 1.7 miles of Class II and 7.95 miles of Class III bikeways in San Leandro	\$139,128	City of San Leandro	0.030	0.040	0.059	Pending	Yes	Alameda

## AGENDA 4 - ATTACHMENT 4

*Summary of all TFCA approved and eligible projects (evaluated between 7/1/2016 and 9/7/17)*

Project #	Project Category	Project Description	Award Amount	Applicant Name	Emission Reductions (Tons per year)			Board Approval Date	CARE Area	County
					NO <sub>x</sub>	ROG	PM			
17R22	Bicycle Facilities	Install 3.05 miles of Class III bikeways in Redwood City	\$29,206	City of Redwood City	0.004	0.005	0.007	9/13/17	No	San Mateo
17R23	Bicycle Facilities	Install 0.8 miles of Class I bikeway in Albany	\$246,552	East Bay Regional Park District	0.030	0.040	0.059	Pending	Yes	Alameda
17R24	Bicycle Facilities	Install 7.76 miles of Class III and .7 miles of Class IV bikeways in Cupertino	\$138,359	City of Cupertino	0.017	0.024	0.031	Pending	No	Santa Clara
17R26	Bicycle Facilities	Install 0.28 miles of Class I bikeway in San Carlos	\$120,721	City of San Carlos	0.011	0.014	0.021	Pending	No	San Mateo
17R27	Bicycle Facilities	Install 16 electronic bicycle lockers in San Jose	\$40,000	City of Richmond	0.005	0.007	0.009	9/13/17	Yes	Contra Costa
17R28	Bicycle Facilities	Install 104 electronic bicycle lockers in San Jose	\$208,000	City of San Jose	0.026	0.037	0.048	Pending	Yes	Santa Clara
17R29	Bicycle Facilities	Install 40 electronic bicycle lockers in San Francisco	\$100,000	San Francisco Municipal Transportation Agency	0.014	0.019	0.028	9/13/17	Yes	San Francisco
17R30	Bicycle Facilities	Install 8 electronic bicycle lockers in Oakland	\$18,000	City of Oakland	0.002	0.003	0.005	9/13/17	No	Alameda
17R31	Bicycle Facilities	Install 74 bicycle racks and 8 electronic bicycle lockers in Fremont	\$21,550	City of Fremont	0.007	0.010	0.011	9/13/17	No	Alameda
17R32	Bicycle Facilities	Install 171 bicycle racks in Palo Alto.	\$12,825	Palo Alto Unified School District	0.012	0.016	0.016	9/13/17	No	Santa Clara
<b>41 Projects</b>			<b>\$8,012,273</b>		<b>9.123</b>	<b>10.578</b>	<b>13.608</b>			

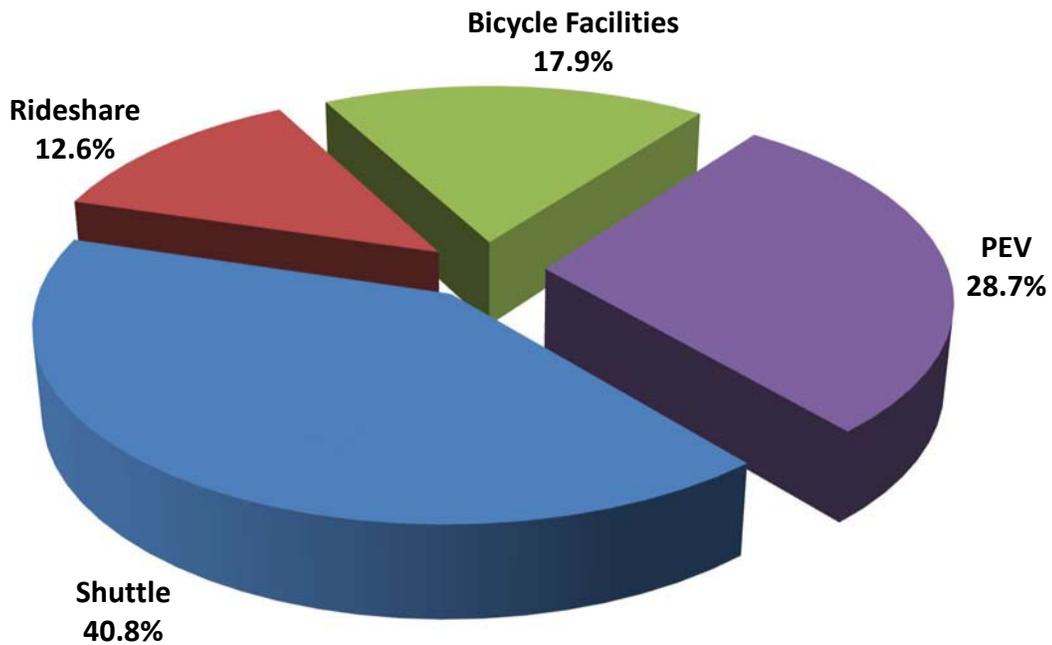
\* The proposed award for Project #17EV018 includes \$99,900 of funds from the California Energy Commission (CEC), pending CEC's approval. The TFCA award for this project is \$1,300,863.

\*\* Projects funded through Air District's Spare the Air program. Emission reductions are not reported as they will be evaluated as benefits for the Spare the Air program.

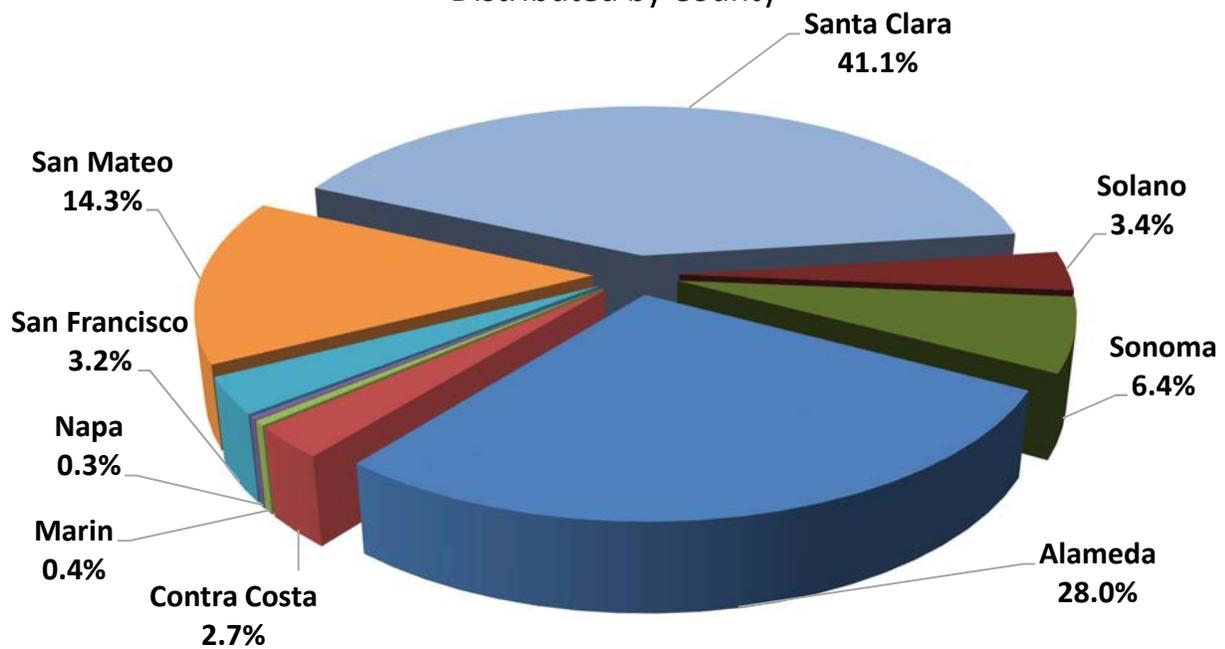
## AGENDA 4 - ATTACHMENT 5

Summary of FYE 2017 TFCA funds distributed by county and project category, as of 9/7/17

**Figure 1: TFCA Projects Awarded FYE2017**  
Distributed by Project Category



**Figure 2: TFCA Projects Awarded FYE2017**  
Distributed by County



## AGENDA 4 - ATTACHMENT 6

*of all Commercial Lawn and Garden Equipment Exchange Program approved and eligible projects (evaluated between 7/1/2016 and*

Project #	Project Category	Project Description	Award Amount	Applicant Name	Board Approval Date	CARE Area	County
CLG2-02	Commercial Lawn & Garden Exchange	Replace conventional lawn & garden equipment with zero-emission equipment	\$16,609	Dublin USD	11/1/17	No	Alameda
CLG2-04	Commercial Lawn & Garden Exchange	Replace conventional lawn & garden equipment with zero-emission equipment	\$2,020	City of Dublin	3/14/17	No	Alameda
CLG2-05	Commercial Lawn & Garden Exchange	Replace conventional lawn & garden equipment with zero-emission equipment	\$15,683	City of Piedmont	5/25/17	No	Alameda
CLG2-06	Commercial Lawn & Garden Exchange	Replace conventional lawn & garden equipment with zero-emission equipment	\$114,827	UC Berkeley	4/19/17	No	Alameda
CLG2-07	Commercial Lawn & Garden Exchange	Replace conventional lawn & garden equipment with zero-emission equipment	\$90,184	Peralta Community College	8/2/17	No	Alameda
CLG2-08	Commercial Lawn & Garden Exchange	Replace conventional lawn & garden equipment with zero-emission equipment	\$60,187	CSU East Bay	Pending	No	Alameda
CLG2-09	Commercial Lawn & Garden Exchange	Replace conventional lawn & garden equipment with zero-emission equipment	\$48,123	City of Fremont	4/21/17	No	Alameda
CLG2-10	Commercial Lawn & Garden Exchange	Replace conventional lawn & garden equipment with zero-emission equipment	\$108,653	City of Oakland	Pending	No	Alameda
CLG2-11	Commercial Lawn & Garden Exchange	Replace conventional lawn & garden equipment with zero-emission equipment	\$28,222	UC Village	Pending	No	Alameda

**9 Projects**

**\$484,507**

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Karen Mitchoff and Members  
of the Mobile Source Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 12, 2017

Re: Selection of a Vendor to Conduct Financial and Compliance Audits

RECOMMENDATIONS

Recommend the Board of Directors:

1. Approve the selection of Simpson & Simpson, LLP to conduct a Financial Audit for Fiscal Year Ending (FYE) 2018 and a Compliance Audit of the Transportation Fund for Clean Air (TFCA) programs and projects that closed by FYE 2017;
2. Authorize the Executive Officer/APCO to execute a contract with Simpson & Simpson, LLP at a cost not to exceed \$119,350 for services performed in FYE 2018 (Year 1); and
3. Authorize the Executive Officer/APCO to extend the contract with Simpson & Simpson, LLP in an amount not to exceed \$151,350 annually for up to two additional years, at the Air District's discretion, based on contractor's performance.

BACKGROUND

Government agencies are required by law to conduct an independent audit of their annual financial statements. In addition, the California Health and Safety Code Section 44242 requires the Bay Area Air Quality Management District (Air District) to perform an audit on each of the TFCA programs and projects that are funded with motor vehicle registration fee surcharges collected under Section 44241 at least every two years. The Air District's Administrative Purchasing Procedures require the Air District to rebid contracts for financial auditing services every three years.

DISCUSSION

The Air District issued a combined Request for Proposals (RFP) on July 17, 2017, to solicit proposals that address the following two components:

1. Conduct the Air District's Annual Financial Audit for FYE 2018; and
2. Conduct a Compliance Audit of TFCA projects and programs that closed by June 30, 2017.

The RFP was forwarded to 51 public sector audit firms in California and also posted on the Air District's website. Additionally, an announcement was posted on the RFP page of the California Society of Municipal Finance Officers' website. A pre-bidder's conference meeting was held on August 3, 2017, in San Francisco and via an online webinar for the purpose of providing an outline of the RFP requirements and an opportunity for Q&A. The Air District also received 34 questions from interested parties by the August 10 deadline and responses to these questions were posted on the Air District's website by August 17, 2017.

The Air District received proposals from the following eight firms by the August 25, 2017 deadline: Armanino, LLP, Brown Armstrong, Crowe Horwath, Gilbert Associates, James Marta & Company LLC, Macias Gini & O'Connell, Simpson & Simpson, LLP, and Vavrinek, Trine, Day & Co.

### **Evaluation of Proposals**

A panel, comprised of five staff members representing the Finance Department, Strategic Incentives Division, and Technology Implementiaon Office, evaluated and scored seven of the eight proposals received based on the five evaluation criteria outlined in the RFP. The proposal from Vavrinek, Trine, Day & Co., was not evaluated because it was incomplete in that it contained a bid for only one of two required RFP components. The RFP evaluation criteria is listed below:

- **Expertise:** Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to perform and complete the work in a professional and timely manner;
- **Skill:** Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies;
- **Approach:** Responsiveness of the proposal, based upon a clear understanding of the work to be performed;
- **Cost:** Cost or cost effectiveness and resource allocation strategy;
- **Reference:** References of the firm; and
- **Specialty:** Whether the firm is a local or green business.

The panel members' scores for each criterion were averaged, and the seven complete proposals were ranked according to the sum of these scores. Table 1 below lists the RFP evaluation criteria and shows each firm's averaged score by criteria.

**Table 1. Scoring of Proposals**

<b>FIRM (by rank order)</b>	<b>Total (100 max)</b>	<b>Expertise (25 max)</b>	<b>Skill (15 max)</b>	<b>Approach (25 max)</b>	<b>Cost (25 max)</b>	<b>References (5 max)</b>	<b>Specialty (5 max)</b>
1. Simpson & Simpson, LLP	<b>87</b>	23.2	13.4	21.6	22.8	3.8	2.2
2. James Marta & Company LLC	<b>80</b>	21.6	13	18.2	21.4	3.8	2
3. Gilbert Associates	<b>76</b>	20.2	13.8	22	13.8	4	2.2
4. Crowe Horwath	<b>72.8</b>	20.6	11	17.8	16	3.8	3.6
5. Brown Armstrong	<b>68.8</b>	20.4	12.2	15.4	15.4	3.6	1.8
6. Armanino, LLP	<b>67.6</b>	20.4	10.8	18.2	10	3.8	4.4
6. Macias Gini & O'Connell	<b>67.6</b>	21.2	11.8	16.6	10.2	3.8	4
N/A: Vavrinek, Trine, Day & Co.	Non-Responsive/Incomplete Application						

Based on the scores in Table 1 staff is recommending Simpson & Simpson, LLP for a contract not to exceed \$119,350 to conduct the auditing services in FYE 2018 (year 1) and up to \$151,350 in FYE 2019 (year 2) and FYE 2020 (year 3). Additionally, staff is requesting the authorization to extend the contract with Simpson & Simpson, LLP for up to two additional years, at the Air District’s discretion, based on contractor’s performance. The difference (higher) estimated costs for auditing services in subsequent years is due to the TFCA County Program Manager fund being audited only every other year, rather than annually, and given that the number of TFCA projects that close and are ready to be audited varies from year to year.

Simpson & Simpson, LLP had the highest overall score, and scored highest on the criteria related to expertise, approach, and cost effectiveness/resource strategy. Simpson & Simpson, LLP, founded in 1976 in Los Angeles, California, operates as a partnership and firm of Certified Public Accountants and has been conducting business for over 40 years, specializing in auditing, accounting, management consulting, and tax services to local governments, special districts, and nonprofit organizations. The firm has 40 professional staff members, and all of its management level and higher professionals are certified public accountants.

Simpson and Simpson, LLP has extensive experience in audits of local governments and special districts. Its clients include the South Coast Air Quality Management District (SCAQMD), for which it has conducted financial and compliance audits that are similar in scope to those that are proposed for our District. In addition, Simpson and Simpson, LLP also serves some of the largest governmental organizations in California such as the City of Los Angeles, the Los Angeles Unified

School District, the Los Angeles County Metropolitan Transportation Authority, and the City of Los Angeles Department of Water & Power. Over the past five years, it has provided financial audits to over nine major public agencies and special districts.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The costs associated with the FYE 2018 auditing services are included in the Air District's FYE 2018 budget. Future auditing service costs for FYE 2019 and FYE 2020 will be budgeted appropriately in the ordinary course of the Air District's budget process.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Ken Mak and Chengfeng Wang  
Reviewed by: Karen Schkolnick and Stephanie Osaze

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Karen Mitchoff and Members  
of the Mobile Source Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 11, 2017

Re: Accept, Obligate, and Expend funding from the United States Environmental  
Protection Agency (EPA)

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**RECOMMENDATIONS**

Recommend Board of Directors:

1. Adopt a Resolution authorizing the Bay Area Air Quality Management District (Air District) to accept, obligate, and expend up to \$639,670 from the U.S. Environmental Protection Agency (EPA) to replace one locomotive; and
2. Authorize the Executive Officer/APCO to enter into all agreements necessary to accept and expend this funding.

**BACKGROUND**

The Diesel Emissions Reduction Act (DERA), codified at 42 U.S.C. 16131 *et seq.*, authorizes EPA to offer funding assistance to eligible entities on a competitive basis. On April 18, 2017, the EPA's Office of Transportation and Air Quality opened a Request for Proposals to solicit proposals nationwide through the DERA Clean Diesel Funding Assistance Program (CDFAP) for projects that achieve significant reductions in diesel emissions in terms of tons of pollution produced by diesel engines and diesel emissions exposure, particularly from fleets operating at or servicing goods movement facilities located in areas designated as having poor air quality. EPA gives priority for funding to projects that result in outcomes that benefit affected communities, those that engage affected communities with respect to the design and performance of the project, and those which can demonstrate the ability to promote and continue efforts to reduce emissions after the project has ended. EPA anticipates awarding approximately \$34 million in DERA grant funding under this announcement.

## DISCUSSION

On June 23, 2017, the Air District submitted a proposal to the EPA to replace one uncontrolled locomotive owned by Oakland Global Rail Enterprise, LLC with one Tier 4 locomotive that operates in goods movement service at the former Oakland Army Base and Port of Oakland. On July 26, 2017, the EPA informed the Air District that it had been awarded \$639,670 in funding, of which \$14,670 can be used for the Air District's administration of the project. The project is projected to reduce 2.56 tons of particulate matter (PM), 6.01 tons of hydrocarbons (HC), and 117.9 tons of nitrogen oxides (NOx) over the life of the project.

The proposed project seeks to reduce air pollution and the associated health risk in the West Oakland community, which is heavily impacted by diesel emissions from fleets operating at or servicing goods movement facilities located in and around the former Oakland Army Base and Port of Oakland. Following a successful deployment, this technology could be applied to other locomotives operating in Bay Area rail fleets with the potential for further immediate emissions reductions.

As part of this report, the Committee will consider a recommendation to adopt a resolution that would authorize the Air District to accept and obligate EPA CDFAP monies to replace one locomotive into the FYE 2018 budget, and authorize the Air District's Executive Officer to enter into all necessary agreements to accept and expend these funds. A resolution adopted by the Air District's Board of Directors (Board) is required to accept these funds.

## BUDGET CONSIDERATION / FINANCIAL IMPACT

None. The Air District distributes "pass-through" funds to grantees on a reimbursement basis. Administrative costs are provided by the funding source.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Joseph Steinberger  
Reviewed by: Karen Schkolnick

Attachment A: Board Resolution to accept, obligate, and expend \$639,670 in EPA-DEIRA funds to replace one locomotive.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

**RESOLUTION NO. 2017-\_\_\_\_\_**

**A Resolution of the  
Board of Directors of the Bay Area Air Quality Management District  
authorizing the Bay Area Air Quality Management District to accept, obligate, and  
expend \$639,670 in funding from the U.S. Environmental Protection Agency to  
replace one locomotive and to authorize the Executive Officer/Air Pollution Control  
Officer to execute all necessary agreements, required documents, and amendments  
required to expend this funding**

WHEREAS, the purpose of this Resolution is to authorize the Bay Area Air Quality Management District (“Air District”) to accept, obligate, and expend up to \$639,670 in funding from the U.S. Environmental Protection Agency (“EPA”) to replace one locomotive and to authorize the Executive Officer/Air Pollution Control Officer to execute all necessary agreements, required documents, and amendments required to expend this funding;

WHEREAS, on April 18, 2017, the EPA issued a Request for Proposals (RFP) for the Diesel Emission Reduction Act (DERA) Clean Diesel Funding Assistance Program Fiscal Year 2017 for projects that achieve significant reductions in diesel emissions in terms of tons of pollution produced by diesel engines and diesel emissions exposure, particularly from fleets operating at or servicing goods movement facilities located in areas designated as having poor air quality;

WHEREAS, on June 23, 2017, the Air District submitted a proposal to the EPA to replace one uncontrolled locomotive owned by Oakland Global Rail Enterprise, LLC with one Tier 4 locomotive that operates at the former Oakland Army Base at the Port of Oakland;

WHEREAS, on July 26, 2017, the Air District received a letter from the EPA informing the Air District of a \$639,670 award for the proposed project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves the District’s acceptance of EPA funds, and commits the District to comply with the EPA DERA project requirements.

BE IT FURTHER RESOLVED, the Executive Officer/Air Pollution Control Officer to accept, obligate, and execute all agreements, required documents, and any amendments thereto.

Agenda 6 - Attachment A: Board Resolution to accept, obligate, and expend \$639,670 in EPA-  
DERA funds to replace one locomotive

The foregoing resolution was duly and regularly introduced, passed and adopted at a regular meeting of the Board of Directors of the Bay Area Air Quality Management District on the Motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, 2017 by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Liz Kniss  
Chair of the Board of Directors

ATTEST:

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Katie Rice  
Secretary of the Board of Directors

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 28, 2017

Re: Update on Assembly Bill 617 (AB 617)

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The California Legislature passed, and Governor Jerry Brown signed, a number of key legislative actions that included two separate bills - Assembly Bills 398 and 617. These bills which extends the life of California's Cap-and-Trade program until 2030 while also making some modifications to how the Cap-and-Trade market operates. Assembly Bill 617, specifically addresses concerns about local air quality by requiring:

- Additional air monitoring in impacted communities;
- A state-wide strategy to reduce toxic air contaminants and criteria pollutants in impacted communities;
- A state-wide clearing house for Best Available Retrofit Control Technology (BARCT);
- Adoption of rules requiring the latest BARCT for all criteria pollutants for which an area has not achieved attainment of California Ambient Air Quality Standards; and
- Uniform state-wide reporting of emissions inventories.

DISCUSSION

Staff will update the Board on staff's initial steps regarding AB617 implementation, including discussions with the California Air Resources Board.

BUDGET CONSIDERATIONS/FINANCIAL IMPACTS

Staff continues to evaluate the impacts of AB 617 and expects to return to the Board of Directors with a request for additional staffing resources in the next few months.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Eric Stevenson  
Reviewed by: Jean Roggenkamp

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 25, 2017

Re: Winter Spare the Air Season 2017-18 Update

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In the winter, the estimated 1.4 million fireplaces and other wood-burning residential heating devices account for more than 30% of PM<sub>2.5</sub> air pollution in the Bay Area. On July 9, 2008, the Bay Area Air Quality Management District's (Air District) Board of Directors (Board) adopted Regulation 6, Rule 3: Wood-Burning Devices, to protect Bay Area residents from the public health impacts of wood smoke pollution. Wood-burning devices include fireplaces, fire pits, wood stoves, pellet stoves, and any other wood-fired heating device. The rule bans wood burning during Winter Spare the Air Alerts; limits excess visible smoke; prohibits burning garbage; prohibits the sale and installation of non-EPA certified wood-burning devices; and requires labeling on firewood and other solid fuels sold within the Air District's jurisdiction.

Regulation 6, Rule 3 has successfully reduced wintertime PM<sub>2.5</sub> emissions regionally by about 2,660 tons per year (tpy). However, wood smoke continues to exceed the PM<sub>2.5</sub> federal health standard, and to negatively impact local air quality. On October 21, 2015, the Board adopted amendments to the rule that tighten the exemptions and the requirements from the original rule. The amendments to Regulation 6, Rule 3 include the following provisions:

- Restrictions on the availability of the "sole source of heat" exemption: Residents seeking to use the exemption will be required to replace or upgrade any existing non-certified wood-burning device or fireplace with an EPA-certified wood-burning device, and to register that EPA-certified device with the Air District;
- Adoption of EPA emissions requirements for the manufacturing, sale or resale of wood-burning devices;
- Requirement for a proactive and informative disclosure describing the negative health impacts of PM<sub>2.5</sub> when selling, leasing, or renting properties with a wood-burning device;

- Requirement for rental properties in natural gas service areas to have a permanently installed form of heat that does not burn solid fuel;
- Limits on installations in new building construction to only non-wood-burning devices; and
- Requirements for the replacement of an existing uncertified wood-burning device with a clean burning device if a fireplace or chimney remodel exceeds \$15,000 and requires a building permit.

In addition to the proposed rule change, on September 2, 2015, the Board allocated \$3 million from the Air District's reserves to fund an incentive program to aid Bay Area homeowners and landlords to change to cleaner heating devices.

The Winter Spare the Air campaign highlighted changes to the wood burning rule, publicize the benefits of changing out old fireplaces and continued to focus on the localized health impacts from wood smoke.

#### DISCUSSION

Staff will present an update on the Wood Smoke Reduction Program including information about:

- Regulation 6, Rule 3 implementation.
- The Wood Smoke Reduction Incentive Program that was developed to help Bay Area homeowners and landlords replace their wood-burning heating devices with cleaner options.
- The Winter Spare the Air campaign which highlights changes to the wood burning rule, publicizes the benefits of replacing old fireplaces and continue to focus on the localized health impacts from wood smoke.

#### BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Wayne Kino  
Reviewed by: Jeff McKay

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 29, 2017

Re: 2017 Summer Spare the Air Season Summary

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Spare the Air program is now in its 26<sup>th</sup> year. Spare the Air continues to be a highly recognized program and generally well received by the public. Survey data indicate that more than 80% of Bay Area residents are aware of the Spare the Air program and more than 75% view it favorably. Each season the advertising campaign helps to elevate the visibility of the Spare the Air alerts when air quality is forecast to be unhealthy.

DISCUSSION

The 2017 Spare the Air season was book-ended this year by heat waves at the beginning and end of the summer. Temperatures in September reached record levels throughout the Bay Area including 106 in San Francisco. Air quality was made worse by smoke from northern California wildfires coming down from the northern Sacramento Valley and from northern California/southern Oregon. Smoke was blowing out to sea and then brought back in through the Golden Gate. Visibility became poor and the region reached the “Unhealthy” and “Very Unhealthy” stage during the late summer heat wave.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the Spare the Air campaign was included in the FY2016/17 and FY2017/18 budgets.

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Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Lisa Fasano  
Reviewed by: Jean Roggenkamp